Credit Card Purchases SOP

Making Purchases
1. In order to limit unknown credit card purchases, closely follow the Credit Card Policies & Procedures.
2. Per the Policies & Procedures, make sure anyone who uses the credit card signs it out in the usage log prior to making a purchase. Start norming this process, holding everyone accountable. Do not allow anyone to use the credit card, even if they have the number saved in a website (i.e. Amazon, Paypal), prior to filling out the usage log.
3. Provide a copy of your school’s tax exempt certificate each time someone uses the credit card.
4. Carefully review all travel policies with anyone who will be booking travel.
5. Use online banking to have real-time account information.

Paying Invoices
1. Utilize online banking through PNC. Check transactions on the closing date, instead of waiting for the statement to arrive in the mail.
2. Ensure card holders sign off on completed monthly credit card log prior to submitting to accounting assistant.
3. Submit statements to your accounting assistant within 5 business days of the close date. This will allow time for review for errors or missing information and thus avoiding possible late fees.