CREDIT CARD USER GUIDELINES & MANUAL

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May 2024

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The procedures contained in this manual apply to all University employees who have been issued an FAU Credit Card or who have direct or delegated responsibilities under the Card Program.

I. KEY WORDS & PHRASES

Approver (Workday Cost Center Manager, Financial Director, VP or Delegate)

A person delegated the responsibility of reviewing Cardholder transactions to ensure the appropriateness of activity and the timely processing of charges. Often the Approver will reside in the same department/area as the cardholder.

Associate Credit Card Administrator

The individual(s) in Financial Affairs Office who administers FAU credit card program and training.

Billing Cycle

The monthly billing period that begins the 1st day of each month and ends the 15th day of the following month.

Cardholder

A person designated by the Procurement organization Credit Card Administrator (pursuant to the Dean's, Director's, or Department Head's recommendation and approval) to be given a Credit Card to make purchases within preset limits, on behalf of FAU. A cardholder shall meet the requirements as stated herein and have duties or responsibilities commensurate with the establishment of spending limits. A cardholder must be a FAU, W-2 employee.

Designee or Delegate

An official Designee in Workday acting on behalf of either the Cardholder or Approver, but only where the expense reporting process is concerned. (Cardholders cannot delegate the use of their FAU credit card to others).

Cost Center Manager

The FAU departmental individual with fiduciary responsibility for their budget and approval of spend authorizations and expense report transactions for appropriateness and adherence to university policy, TAG/Cost Center and Spend Category assignments.

Expense Report (ER)

An electronic request submitted through the Workday Expense Module which documents expenses and represents the traveler's request for reimbursement of expenses.

Itemized Receipt

The detail required to be obtained and attached to the Workday expense report that includes:

- The item description

- The total cost including item quantity, unit cost (when applicable).
- The Supplier name and address (when applicable)
- The date of purchase/good received (when applicable)
- The number and name of attendees and business purpose.

Note: If any of the above information is missing, please attach an additional document of explanation. Receipts are required for all transactions.

MCC

Merchant Category Code assigned to a merchant by VISA which identifies the primary goods or services provided by the merchant.

Monthly Limit

A maximum dollar value of charges that may be applied to a Cardholder's purchasing authority during a month.

Credit Card Administrator

The individual in the Procurement organization who administers the cardholder profiles, card issuance, card cancellation, and cardholder training.

Transaction

A charge, credit, correction, or other activity associated to any Cardholder or TAG/Cost Center account.

Single Transaction Limit

A dollar limit that may be applied to a Cardholder's purchasing authority on a per transaction basis.

Spend Authorization (SA)

An electronic request made through the Workday Expense Module to secure approvals and encumber the funds in advance of any business trip.

Split Purchase Transaction

Two or more items purchased from a supplier on the same date or near the same time period, and/or the purchase of a single item that exceeds the credit card limit.

University Agency Plan

A set of key controls and agency objectives that Florida Atlantic University must meet to participate in the FAU Credit Card Program.

II. GENERAL

Credit cards for University travel and approved expenses will be issued to individuals who are in a fiscally responsible line position and may only be used for official, University-related purposes. Cards will only be issued to employees that require frequent use of this program. A FAU credit card is not intended for individuals that may travel once per year or may have an occasional purchase. To fulfill these requirements, employees may purchase items via Workday Supplier punchout catalogs, via Workday Requisition or be reimbursed for authorized travel expenses via direct deposit. Once issued, credit cards not used for a period of 12-months or more will be closed.

Temporary employees (OPS), students, visiting faculty or staff, convenience appointments, courtesy appointments, volunteers, or other non-compensated personnel are not allowed a credit card. Purchases must follow appropriate state laws and University rules and policies and must be made with reasonable judgment.

If there is a question about the official purpose of a purchase or if the use of the travel and expense credit card to make a purchase is questionable, contact the Card Admin at 561-297-4815 or 561-297-3087 or email pcard@fau.edu for clarification.

Credit cards are issued to individuals who complete certification training and may only be used by the individual whose name appears on the card. Cards are not issued to a department, university vehicle, function, or location.

The Credit Card Program was established, in part, to lessen the amount of paperwork and processing time currently needed for small dollar purchases. However, all transactions **must** be entered in Workday via an expense reporting and **receipts and details are required for every transaction**.

State and University contract agreements should be used to purchase commodities unless the needed commodities are not available through state or University contracts.

Any employee who knowingly and willingly makes purchases or attempts to make purchases that violate state laws, University purchasing card policy, or procedures contained in this manual or assists another employee in such purchases, or fails to report a known violation, may be subject to disciplinary action in accordance with the cardholder agreement.

Contact Procurement at purchasing@fau.edu for non-routine or questionable purchases before the purchase is made. For example, computer software/hardware that must meet specific requirements, critical delivery

schedules, or assurance of compatibility with existing equipment might require the use of a purchase order to ensure that specifications are met.

All transactions conducted within the State of Florida are exempt from State Sales and Use tax. The University's tax exemption number for the credit program is listed on each purchasing card. Federal or local taxes are not exempt.

Suppliers should not charge the credit card account until the merchandise is received by the cardholder or shipped by the merchant. Backorders may not be charged by the merchant in advance of shipping.

The merchant should ship the delivery receipt and the item purchased directly to the cardholder or designated departmental receiving point. Generally, there is no circumstances where it is appropriate to have items sent to the Cardholder's residence. If such a circumstance should arise, contact the credit card Administrator in advance of the transaction and include documentation with the transaction detailing the requirement and approval. FAU is tax-exempt in Florida. No purchases should be made where items are shipped to a non-FL or non-FAU address. If special circumstances arise, follow same instructions as above.

The University's Office of Inspector General and/or Controller's Office will perform periodic post audit review of credit card activity.

Credit Cards will be immediately canceled when the Credit Card Administrator in Procurement is notified that:

- Cardholder is terminated from FAU employment as directed from the Workday business process for termination.
- Cardholder no longer requires a Credit Card
- Cardholder reports the loss or theft of their Credit Card
- Cardholder misuses the Credit Card or the Termination of any grant, contract, or budget authority for which the card was issued exclusively.

III. GUIDELINES

A. Card Issuance and Cancellation

The Procurement organization is responsible for all card issuance and cancellation.

Cards are issued following this Credit Card Manual that is approved by the President of the University.

All cardholders must attend certification training on the policies and procedures associated with the Credit Card Program. They must be informed of the credit card statements and other sources of information relevant to the program.

The Credit Card Administrator in Procurement must be notified when a cardholder changes departments within the University or terminates employment with the University or when cardholder no longer requires a card. Employees that change departments must have their **current card cancelled**. A new credit card request authorized by the new supervising department must be created in Workday – Create Request/Card Request form pCard/gCard. This is required and cards may not be transferred with the employee to a new department. The issuance of a new card requires training certification. FAU credit cards not used for a period of **12-months or more will be closed**.

B. Purchasing Card Limitations and Restrictions

This credit card is designated as a primarily a travel and expense credit card. Non-travel purchase obligations shall not exceed $5000 and may not be split to circumvent this. Individual cardholder controls are determined by the cardholder's profile. Cardholder profiles are determined by Deans, Directors or Department Heads and approved by the Credit Card Administrator in Procurement. The Credit Card Administrator in Procurement is responsible for establishing and maintaining cardholder profiles.

C. Cash Advances / Gift Cards

Under no circumstances are cash advances allowed on the FAU credit card. For information regarding the purchase of gift cards, see @ https://www.fau.edu/procurement/files/gift-card-procedure.pdf

D. Credit Card Security

Use of the FAU credit card is limited to the University employee whose name appears on the face of the card. The credit card must not be loaned to another person under any circumstances. If a cardholder is absent for an extended period, their card should be cancelled. The department should seek to obtain another card for a different designated employee, either temporarily or permanently.

Each cardholder is responsible for the security of their card. All precautions should be used to maintain confidentiality of all information relating to the card, such as the cardholder account number, expiration date, and CVV number (security code on back). Cards not used for 12-months or more will be closed to minimize risk of fraudulent transactions.

The Credit Card account number should never be left in a conspicuous place, should never be included in an e-mail and should never be given to a student or co-worker.

E. Reconciliation of FAU Credit Charge Purchases:

All Credit card purchases must be reconciled through the **Expense Report** process in Workday. Expense Reports for all travel must be associated with an approved Workday Spend Authorization. For information on creating a Workday Spend Authorization and a Workday Expense Report, please refer to the FAU Library of Workday Job Aids in Workday.

Required: The Cardholder's Supervisor, Cost Center Manager, Financial Director, and/or Vice President must review the submitted expense reports to consider appropriateness of purchases, especially when said Supervisor is not acting as the cost center manager (Approver) in Workday. Internal control plans call for periodic audits of the program by FAU's Office of Inspector General. These audits may include, but are not limited to, the verification of proper scanned attachments (receipts), adherence to stated guidelines and the appropriateness of the purchase.

F. The Payment Process:

The University is responsible for assigning persons to authorize the approval of expense reports through the Workday BP routing (business process). The approver (or his/her delegate) must be independent of the cardholder. The approver may be the individuals Supervisor, Cost Center Manager, Financial Director, and/or Vice President as indicated by the total value of the transaction and/or expense item. All Expense Reports for travel must reference a previously approved Spend Authorization.

Credit card charges are received by the University daily and **must be reviewed/approved** on a timely basis and then are paid as follows:

- Credit card charges must be **fully approved** within **thirty (30)** calendar days after the date of purchase. This 30-day period includes the

submission of a receipt, the creation of an expense report in Workday and all the associated and appropriate approvals completed.

Note: The recommended timeframe to complete the lifecycle of the transaction is 21 days for the Cardholder/Delegate to submit an Expense Report and 7 days for the Cost Center Manager/others to secure all approvals.

If the lifecycle of the process exceeds 30 calendar days, the card holder will be contacted to complete the transaction. If the transaction is still not expensed within 5 additional days after this notification, the Cardholder will receive a warning for the first offense. If there is a second warning issued, the Cardholder's credit limit may be reduced to $1.00. If the limit is reduced, the Cardholder may need to attend a second FAU credit card online training. Upon third offense, the Cardholder's FAU credit card will be revoked.

- If a receipt is lost or the cardholder cannot obtain a receipt, a replacement receipt or justification/explanation memo or e-mail may be substituted on an exception basis. See template for a replacement receipt form @ https://www.fau.edu/procurement/files/purchasingcard/replacmt.pdf

- Disputed items - **Identify and contact the Supplier directly** to resolve the dispute and document all attempts for resolution. If the cardholder returns merchandise, a credit should be issued to the cardholder's credit card and a credit receipt obtained.

- Under no circumstances may a cardholder receive cash in lieu of a credit. If the merchant refuses to resolve the dispute, the cardholder can contact the Credit Card Administrator pcards@fau.edu or call the issuing bank directly for assistance. For cancelled orders, obtain a cancellation number and include it on the dispute form.

- Suspected credit card fraud should be reported immediately to the card issuing bank. Call the number on the back of the credit card and the FAU credit card administrator. The card will be immediately cancelled, and a new card will be issued. FAU credit cards are corporate liability; thus, no charges are the responsibility of the card holder and all charges to the University will be credited. The issuing bank may ask the card holder to sign an affidavit confirming the charges are fraudulent.

Fiscal Year End:

The annual FAU credit card year-end cutoff will occur on or about June 17th each fiscal year. This will ensure that expenditures for the current fiscal year are completed and expensed in the correct year. Transactions made after this date may ultimately be expensed in the following fiscal year. The exact date will be communicated annually in the year-end schedule provided by Financial Affairs. On a case-by-case basis, the Credit Card Administrator can evaluate

circumstances, at their discretion, which would entitle the pcard holder to have the card limit maintained throughout the blackout period. Departments that do not meet the requirement of processing transactions appropriately by the fiscal year end may jeopardize its participation in the FAU Credit Card Program.

G. Registrations & Memberships

Registrations and Organizational Memberships may be processed using a university issued credit card. While this is the preferred method of payment, Procurement will continue to accept requisitions as well. Please ensure that these, and all other charges, are appropriate expenditures against the charged TAG/Cost Center and Spend Category, and that you have the proper departmental approval. Please note that travel accommodations are only permitted on credit cards that are approved for travel.

Registrations**:**

FAU credit card cardholders may place registrations directly with the organization either in person, by phone, fax, Internet or by mailing the registration form. The Visa account number should be properly indicated on the form but never sent via e-mail.

- A copy of the registration form will serve as the receipt and should be included in the expense report. Each registration form should include the name of the conference, the date(s), the person(s) attending, conference location, and cost.

- A “Benefit to State” justification shall be written and included in the expense report. This justification, along with the registration form, shall constitute a “receipt”.

- Group registrations may be charged to a single card provided the individual participants are broken down by line and there is a name for each registration. Be sure to retain the benefit to state and registration form as your receipt.

Organizational Memberships & Dues:

- Florida statutes require that public funds be used for dues to any association, group, or organization only when such membership is essential to the statutory duties and responsibilities of the state agency.

- Membership dues and/or renewal forms may then be placed directly with the organization in person, by phone, fax, internet or by mailing the appropriate payment form. The membership form must indicate group, departmental or organizational membership unless an individual membership is available at a lower cost and is desired.

- The completed membership form and benefit to the state documents shall serve as the credit card receipt and must be included with the expense report upon the payment of membership dues.

IV. PROCEDURES

1. Deans, Directors, and Department Heads:

    a) Recommend and approve all potential cardholders.
    b) Ensure that potential cardholders are not assigned to approvers who are related to them.
    c) Approve the Create Request form in Workday.
    d) Periodically review all credit card expenditures for all departmental employees to ensure compliance with university and state guidelines and policy.
    e) Ensure that employees who will be issued a FAU credit card or are delegated responsibilities under the Workday Procurement ERP system meet the requirements and have duties or responsibilities commensurate with the establishment of spending limits.
    f) Immediately notify the Credit Card Administrator of changes in a cardholder's status. Terminated employees must be reported immediately to the Credit Card Administrator so the card can be cancelled.
    g) Ensure that cardholders who terminate employment or transfer stop using the credit card immediately and reconcile all outstanding credit card transactions by obtaining all required receipts and review with the appropriate Approver prior to the employee card holders' termination or transfer.
    h) Remind cardholders of the importance of adhering to their authorized spending limits and not splitting purchases into multiple transactions to circumvent authorized spending limits.
    See Florida State Expenditure Guide @ https://www.myfloridacfo.com/docs-sf/accounting-and-

auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf

2. Cardholders:

   a) Complete and pass credit card certification training online prior to receiving the card and upon each card renewal period.
   b) No cardholder can buy, receive, approve, and reconcile the charges for their own card.
   c) Process expense report transactions with itemized receipts on a timely basis as indicted in this manual , not to exceed 30 days for complete processing including approvals.
   d) Follow appropriate state laws and university guidelines and use good judgment when making purchases. Abuse or misuse of this privilege subject's cardholder to disciplinary action.
   e) Ensure the physical security of the FAU credit card and protect the account number. The credit card number must not be posted in the cardholder's work area. Under no circumstances will a cardholder allow another individual to use the card. Credit card number should never be written in an e-mail. If a credit card is lost or stolen, the cardholder must **immediately notify the issuing bank** at the number posted on the back of the card and the University Card Administrator via e-mail at pcard@fau.edu or by calling (561) 297-3087 or (561) 297-4815. Lost or stolen cards reported missing will be blocked and cancelled immediately.
   f) No cardholder may exceed the limits assigned to their FAU credit card by splitting charges or exceeding the allowed amount per supplier, per day.
   g) At time of purchase, request that State Sales and Use taxes not be charged to the purchasing card account. Advise the merchant the sales tax exemption number on the front of the credit card. All receipts must be requested and attached to the expense report transaction.

3. Cost Center Managers (or their Delegates):

   a) Complete the Create Request Card Form in Workday with complete information for the employee authorized to receive a

FAU credit card. Since 'Create Request' may be completed by the Cost Center Manager or their delegate, it is mandatory that the information for the TAG Cost Center Manager, Supervisor etc. is correct and complete including the FAU ID number(s).

b) Complete online training on the Workday expense reporting process.
c) Ensure that credit card expense reports are well documented, appropriate, contain complete and itemized receipts and are charged to the proper TAG/Cost Center and Spend Category.
d) Track any disputed credit card items to ensure that the appropriate credit is received: notify cardholder if expected credit is not received.
e) Enter into Workday via 'Create Request' any request to change credit card limits on a permanent or temporary basis and document reason for modification. Since 'Create Request' to change limits may also be completed by the Cost Center Manager or their delegate, it is mandatory that the information for the TAG Cost Center Manager, Supervisor etc. is correct and complete including the FAU ID number(s). Failure to provide this information or providing incorrect or false information may result in the termination of FAU credit card privileges.
f) Notify the Credit Card Program Administrator when unusual or restricted transactions appear in the Workday expense report system.
g) Immediately notify the Credit Card Administrator of changes in a cardholder's status. Terminated employees must be reported immediately to the Credit Card Administrator so the card can be cancelled.
h) Instruct Cardholder to make reimbursement, including sales tax, for unauthorized purchases. Payment should be made through the FAU Marketplace by the Cardholder and documented as such @ https://epay.fau.edu/C20081_ustores/web/store_main.jsp?STOREID=116

V. Travel Guidelines

A Workday Spend Authorization (SA) is required for all FAU employees traveling on FAU business. This also includes, but is not limited to:

- Job candidates staying at area hotels.
- Hotel provisions for Contractors per approved agreements.
- Campus to campus travel

Travel on University business must be authorized in advance of travel. An SA is an estimate of all travel and must be submitted in the Workday and fully approved before making commitments to travel or incurring expenses for traveling. The spend authorization should be reviewed and approved at the departmental level by the employee's supervisor and cost center manager. Only SA's requiring a cash advance will route to Procurement for approval.

Spend Authorization for International Travel

In accordance with University Policy 1.19 and this manual, all university-related international travelers must obtain full approval for a Spend Authorization before making travel commitments, incurring expenses, or travelling. To efficiently process a Spend Authorization for International Travel, it should include:

- Detailed travel plans
- Estimated expenses
- Supporting documentation, including a confirmed travel liability waiver @https://www.fau.edu/global-travel/documents/travelwaiveronetwo.pdf and proof of insurance approval.

Failure to comply with University Policy 1.19

https://www.fau.edu/policies/documents/files/fau-policy-1-19-global-travel-safety-and-security.pdf may result in disciplinary action, including the revocation of future university-sponsored travel privileges. Travelers who fail to obtain required approvals may be held personally responsible for non-compliance.

Travelers should consult the Global Travel Safety and Security webpage @ https://www.fau.edu/global-travel/ for guidance before making any international travel commitments.

When using the FAU credit card to cover third party expenses such as interview candidates, other employees traveling within your department etc., two SA's will need to be created and submitted; one will need to be created for the cardholder and one for the actual traveler, unless all the expenses for the card holder and fellow employees will be covered on one card. In that instance, all the information and receipts should be contained and covered on the SA and Exp Report of the credit card holder. Expenses for non-FAU individuals will be covered by the ECM process.

- ECM – Expense Reimbursements to Non-Employee Individuals

A non-employee individual (student, candidate, visiting faculty etc.) may be reimbursed through the Workday ECM process. Once the ECM individual is created in Workday, a spend authorization and expense report may be processed. All ECM individuals will be reimbursed per FL State Statute 112.061

For additional information see @ https://www.fau.edu/controllers-office/documents/travel/external-committee-member-quick-reference-guide.pdf and @ http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0112/Sections/0112.061.html

Authorized Expenses:

The following expenditures are authorized for both national and international travel:

1) Airfare

Travelers are required to use the most economical means of transportation. The University reimburses commercial airfares for economy/coach accommodations. First and business class transportation is not allowed. (Note: Airline upgrades such as Main Cabin, Economy Plus and other convenience upgrades are not allowable. These upgrades generally address being able to choose one's seat before boarding, more legroom, a larger seat, etc.). Requests for employee airfare upgrades must be submitted for ADA accommodation to the Office of Civil Rights and Title IX @ https://www.fau.edu/ocr9/ada-coordination/

2) Hotel Registration fees

Hotel Rooms - Single/Standard occupancy only. Employees should select the hotel rooms within the State of Florida expenditure range of $175.00 per night or as close as possible or as economically feasible for the area. For areas where is requirement is unobtainable, submit backup for conference venue or competitive rates for area properties or other related comparative information.

Personal charges should be billed separately and paid for by the traveler at check-out. For hotel rentals in Florida, the sales tax must be exempted. Travelers should obtain the most economical and efficient room rates for in state and out-of-state travel.

If International Travel is chosen as the Expense Treatment in the Spend Authorization, it will automatically route to Global Engagement for approval.

3) Rental Cars

FAU has contracts with National/Enterprise, Avis and Budget. FAU employees are required to rent vehicles from one of the contracted companies for discounted pricing and insurance coverage. FAU has a car rental portal website in which travelers can book their car through the FAU website @ https://www.fau.edu/procurement/travel/car-rental/

A justification for a vehicle other than a compact car must be submitted with the Spend Authorization and Expense report and approved by the departmental Cost Center Manager or Financial Director prior to travel.

4) Additional Expenses may include:

- Business Related Phone Calls/Internet access/Fax
- Service Tolls
- Parking
- Taxis – may include tips not exceeding 20% of the taxi fare.
- Fuel – rental car, University Fleet Vehicles or department owned / leased vehicles not issued to an individual. FAU vehicles only.
- Emergency car repairs – FAU vehicles only

5) The following travel expenses are authorized to be paid for third parties:

Airfare
Hotel Charges
Registration Fees
Taxis

Please note that the credit card holder must be present when the charges are made to sign the receipt. Under no circumstances can the credit card be given to a third-party traveler to settle that traveler's charges.

6) Unauthorized Expenses:

The following general categories may not be purchased with the FAU credit card. In the case of grant funds, please check with Contracts & Grants. Please note that this is not as all-inclusive listing of the unauthorized expenditures.

- Business-related airfare combined with personal airfare.
- First class and business class travel
- Gasoline for personal vehicle usage
- Personal items
- Travel-related expenditures for third parties (excluding airfare, hotel charges, tax, and registration fees)

- Personal phone calls
- Car repairs for non-FAU vehicles or non-emergency for FAU owned.
- Movies
- Alcohol
- Room service

7) Receipts:

All credit card itemized receipts must be uploaded into Workday as an attachment to the expense report, by either the Cardholder or their delegate. This is a required task in Workday expense report when preparing the expense report travel reimbursement.

Find related guidelines @ https://www.fau.edu/procurement/files/expense-travel-policies-and-procedures.pdf and https://www.fau.edu/procurement/files/accounts-payable-manual.pdf

Florida State Statute 112.061 Per diem travel expenses @ http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0112/Sections/0112.061.html

International Travel Foreign Per Diem Rates @ https://aoprals.state.gov/web920/per_diem.asp

VI. Restricted Items

The following general categories should not be purchased with the FAU Credit Card. Please check with Grants & Contracts or Research Accounting for questions concerning the appropriate use of grant funds.

- Personal items: including, but not limited to, congratulatory telegrams, items of a decorative nature, flowers, wall hangings, awards (donations, sponsorships, gift cards), entertainment, refreshments and alcoholic beverages, personal subscriptions, coffee pots, microwaves, refrigerators, stoves, etc.

- Utility equipment: including, but not limited to, lighting, heating, cooling, fans, janitorial supplies, etc.

- Travel (unless authorized)

- Meals – (unless previously authorized for student or student athlete use and/ or used with Concession funds)

- Minor Construction/Renovation

- Contractual Services

- Printing & Promotional Items – please see info @ https://www.fau.edu/public-affairs/retail-and-licensing/need-to-purchase-promotional-items/

- Purchase, lease or barter of property or services from Foreign Countries of Concern (FCOC) see Office of the President Policy 7.8 Reporting Foreign Gifts and Contracts @ https://faupub.cfmnetwork.com/PublicPageViewText.aspx?id=351 and FL SUS BOG Regulation 9.012 Foreign Influence, and Florida State Statute 287.138

- Radioactive materials, controlled substances, explosives, pesticides, or any other item prohibited by law, regulation, or policy.

Limited Items: The following items may be purchased under certain circumstances. Please check with the appropriate Procurement Agent for product/supplier recommendations.

- Furniture items

- Computer equipment, software

- Office equipment

VII. SUMMARY

This University Agency manual designates that the FAU credit card is a financial tool and an authorized university method of conveyance for purchases as described herein. It is an employee privilege and not a right. All transactions must be reconciled and expensed on a timely basis as outlined in section F. Failure to do so will result in the termination of use of a FAU credit card.

Employees granted permission to obtain a university credit card must use it for business purposes only, and the use of personal credit cards for same is thereby prohibited. Failure to comply with these guidelines, university policies and FL State Statutes can result in termination of the credit card and disciplinary action.