

**Viterbo University**  
**Corporate Credit Card Policy/Procedures**

Generally, corporate credit cards are issued to Vice Presidents, Deans and employees that travel for University business. If you have been issued a corporate VISA card, please be aware of the following procedures and requirements.

**Card Responsibility**

1. The corporate VISA card issued to you is your responsibility. You are the named employee on the card and have sole responsibility to contact VISA at 1-866-485-4545 in case the card is stolen or if a charge is false or needs to be challenged. VISA will not speak to anyone other than the cardholder, which is you.
2. **Please notify the Business Office if your card is lost, stolen or has fraudulent activity. The Business Office needs to record the replacement card number if the card will be replaced.**
3. Please notify Kari Brown if you are challenging a charge on your card.

**Card Limit**

1. If your limit needs to be raised, contact your supervisors and have them request in writing to Lillian Wanjagi the need for the increase. If approved, you will be notified of the increased limit.

**Purchasing**

1. Be aware that all Viterbo purchasing procedures still apply when using your VISA card.
2. This card is for BUSINESS USE ONLY. Do not make any personal purchases on your corporate VISA card.
3. Make sure you have money in your budget and that you use the tax exempt form available online at the Business Office web page.
4. Make sure that you do not exceed your card limit. If you exceed your card limit a VISA imposed fee of \$39 will be charged to your general ledger account.
5. Please note that per diems still apply, never charge more than the meal or hotel per diem which are stated on the travel reimbursement form located on the Business Office webpage. Excess travel cost over and above the VU per diem rates will be your personal responsibility.

**Payment on Card**

1. Generally, charges made to your card are cut off around the 15<sup>th</sup> of each month. Viterbo receives the invoice from VISA around the 25<sup>th</sup> of the month and pays it immediately. Kari Brown reviews the charges, prepares a departmental spreadsheet and forwards it on to you for general ledger coding around the end of the month. You have 15 days to return it to the Business Office. The BO then posts the charges to your general ledger accounts around the end of the month. Please be aware that, depending on the date you make a charge, it can take up to 45 days to hit your general ledger accounts.

**Viewing Your Account Detail**

1. To View your account detail, you must first create an online account with US Bank at <https://www.usbank.com/index.html>. You will be required to enter personal information to set up this account because the card is assigned specifically to you. Once your account is set up, you can view the account activity.