

Fort Hays State University

Activity Account Credit Cards

10/21/04

Updated: 10/29/04; 11/02/04; 07/29/05; 03/09/06 rd; 04/07/06 rd; 09/19/07rd; 05/07/08rd; 07/21/08rd

- To check out a credit card, the organization must submit a PR
 - The vendor is where they plan on using the credit card
 - A separate PR must be submitted for each vendor
 - If travel, list vendor as “TRAVEL”
 - Terms=CC
 - End Use=Person authorized to pick up the credit card

Note: The submitter is responsible for making sure there is enough money in their account for their purchase prior to submitting the PR.
- Once the PR is approved by the budget authority, IFAS automatically approves the PR and assigns a PO#, then an e-mail notification is sent to SFS, who then can print a Credit Card check out form on IFAS
 - This form is to be signed by the organization member who is checking out the credit card
 - Person picking up the credit must provide a picture ID
 - A return time is established with this form
- Once the organization has made their purchase, they are to return the card with the original receipt to SFS
 - If the member spent more than was authorized, the individual must justify on the credit card check out form why they went over the PR amount
 - If over spent less than \$5 no explanation is needed
 - SFS will send a copy of the credit card check out form with the explanation to the faculty sponsor and Accounts Payable
 - ❖ the faculty sponsor is responsible for taking appropriate action to reclaim funds due to the activity account
 - At that time the credit card check out form is signed
 - If the member went to a different vendor than the original PR, SFS will have the student document the new vendor why they went somewhere else on the credit card check out form
 - If the member went to more than 1 vendor, the organization must submit additional PRs
 - Additional PRs will not be “CC” PRs
 - SFS will hold the receipts until all PRs are submitted
 - SFS will refer the member to Purchasing to submit additional PRs
 - Purchasing or organization must notify SFS with PR & PO #s
- SFS will file the credit card check out form
- SFS will allocate the transaction on VIS; then write the 2 character IFAS code and the Activity Account number on the receipt along with the PR# and PO# and send to Accounts Payable
- If organization is needing to return an item
 - A PR needs to be submitted
 - The vendor is where they plan on using the credit card
 - Terms=CC
 - End Use=Person authorized to pick up the credit card
 - Amount=negative amount
- Accounts Payable will approve the transaction in VIS and upload to IFAS
 - Accounts Payable will initiate a PR/PO Cancellation form on LN Workflow
 - Accounts Payable will pay the invoice as long as the items on the PO are similar to the receipt (ie. PO=food, receipt=ice cream)

Deleted: <#>If the student overspent according to the credit card check out form, SFS will have the student document why they overspent on the credit card check out form¶

- If the vendor on the receipt does not match the vendor on the PO, Accounts Payable should have a copy of the credit card check out form from SFS to document the correct vendor and why the vendor changed, authorizing Accounts Payable to change the vendor
- If receiving a reimbursement for an expenditure (personal, Sternberg, etc)
 - Organization sends the money with a deposit slip to SFS (The organization org key of the transaction and object code 53999 should be used on the deposit slip)
 - SFS will post entire transaction in VIS with organizations org key and object 53999
 - SFS will post deposit as lonesome cash with expenditure object code to reverse reimbursement portion
- If a receipt is missing
 - SFS will call the organization for the receipt
- Accounts Payable will file the receipts
- Once statement is received, SFS sends to Accounts Payable
- Accounts Payable pays the statement without a PR using org key SA30020500 and obj 23990
- Accounts Payable matches receipts to statements and files