

**PRAIRIE VIEW A&M UNIVERSITY**  
**Administrative Procedures Manual**

**50.99.99.P0.08 Corporate Credit Card**

**Issued: December 11, 1998**

**Updated: November 3, 2000**

***Supersedes: APM 50.08***

1. Purpose

The State of Texas Corporate Credit Card is provided to eligible employees for the purpose of paying for expenses associated with official University travel.

2. Eligibility

Employees who anticipate incurring \$500.00 or more per fiscal year in travel expenses are eligible to receive a corporate credit card. Final determination of employee eligibility is made by Bank of America based on the employee's credit rating.

3. Procedures

To obtain a corporate credit card, an employee must utilize the following procedures:

- a. Obtain an application from the Central Billing Account (CBA) Coordinator in the Office of Finance and Administration.
- b. Complete the application and return it to the CBA Coordinator.
- c. Upon approval by the Vice President for Finance and Administration, the application is mailed to Bank of America for processing.
- d. The normal response time for an application submitted to Bank of America is two to four weeks.
- e. Upon receipt of the corporate credit card, the CBA Coordinator notifies the employee by telephone to pick up their card.
- f. In the event an employee is not approved for the corporate credit card, Bank of America notifies the affected employee with an explanation of why their application was denied.

4. Monitoring

The State of Texas requires each institution participating in the Corporate Credit Card Program to monitor the use of the corporate cards for compliance with program restrictions. To assist in this process, the CBA Coordinator receives a monthly report of activity. Employees purchasing apparent non-travel related items are identified, contacted by either the CBA Coordinator or the Vice President for Finance and Administration, and reminded that the corporate credit card may be used only for official University travel expenses. Failure to cease making non-authorized purchases on the corporate credit card will ultimately result in the card being canceled.

5. Confidentiality

All information pertaining to the corporate credit card program is kept in the strictest confidence and appropriately secured.

Contact: Central Billing Account (CBA) Coordinator