

SUBJECT: Credit Cards

Credit cards are made available through Midland College primarily for business purposes. The opportunity to obtain a corporate credit card is a privilege that Midland College provides for its professional staff. The credit card approval requires the signature of the employee and of the employee's immediate supervisor. Midland College does not normally make advance travel payments, and the card is made available to defray out-of-pocket expenses.

Payment of billing statements, either personal or business, is the responsibility of the employee, not the responsibility of Midland College. Midland College will only reimburse the employee for purchases and ATM charges on advances made for business purposes. If proper documentation is submitted to the Business Office by a Monday, reimbursement is usually received within one week.

Credit card companies notify Midland College regarding delinquent accounts. The Midland College Business Office will notify the employee's supervisor when the account is in delinquent status. Midland College advises all card holders to keep their accounts current and in good standing. Corporate cards can be cancelled for delinquent status or non-payment of balance.

A few credit cards are used for business purposes only. These few cards are approved by the Administrative Council and are paid directly from College accounts.