

POLICY: 3.1.15. (II. A. 2. i.) Corporate Charge Cards

ABOLISHED ON 2-20-17

Revised: Last May 1, 2008

Reviewed: May 1, 2008

Adopted: May 1, 2008



POLICY:

Corporate charge cards may be issued to eligible full-time employees upon approval by the Commissioner, College President or his/her designee and the company issuing the corporate charge card. Corporate charge cards are issued directly to the employee, and the employee pays all expenses charged to the corporate charge card. Therefore, there is no liability to the State or an agency, even if the employee defaults. Employees who are issued corporate charge cards are authorized to use the charge cards for travel related business purposes only.

APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

DEFINITIONS:

Corporate Charge Card refers to the Georgia Corporate American Express cards available to employees of the State.

ATTACHMENTS: None

PROCEDURE:

Each entity utilizing the corporate charge card program shall have an American Express Administrator and shall develop procedures to monitor and maintain all cards. This procedure must include a process to ensure that all cards are returned to the administrator upon the termination of an employee.

RECORD RETENTION: N/A