In order to ensure efficient operation of our WWU Purchasing Card (WWUPC) system and to safeguard WWU’s assets, we have implemented the following policies and procedures with respect to the use of credit cards (both WWUPC and personal credit cards) for WWU business. Compliance with these policies is a condition of your authorization to regularly purchase items on behalf of WWU and, if applicable, your continued ability to use the WWUPC.

**WWU Purchasing Card:**

1. **Credit Card statements must be turned in to Accounts Payable in the Accounting Office by the 20th of each month.** If you are more than one month late turning in your receipts for WWUPC purchases, we may turn off your WWUPC until the receipts have been turned in. You will be notified by e-mail that your WWUPC has been turned off and when it has been turned on again. If you habitually turn in your receipts late, we will turn off your WWUPC permanently and you will need to reapply. During this period, you will also not be allowed to submit reimbursement requests for WWU-related purchases using a personal credit card. You will need to find another WWUPC user to purchase items on your behalf.

2. The potential for inappropriate or fraudulent use of credit cards is greatly increased when personal charges are allowed to be made on a corporate card or when business charges are allowed to be made on a personal card.

3. **Personal use of the WWUPC is generally prohibited.** If your WWUPC credit card statement includes a personal charge, please submit a personal check to reimburse WWU for your personal charge at the time you submit your credit card statement report to Accounts Payable. If you repeatedly use the WWUPC for personal charges, we will turn off your WWUPC permanently and you will need to reapply. During this period, you will also not be allowed to submit reimbursement requests for WWU-related purchases using a personal credit card. You will need to find another WWUPC user to purchase items on your behalf.

Personal charges on a WWUPC are acceptable in **limited circumstances** where university and personal charges are included on the same invoice and it would not have been possible to obtain separate billing (e.g. a hotel invoice with personal room charges). Whenever possible,
however, you should pay your personal charges first and then use the university card for the
university purchases.

4. If an authorized purchase may exceed the credit limit on your WWU Purchasing Card, please
contact Accounts Payable to arrange the purchase on your behalf, or to temporarily raise your
credit limit.

**Personal Credit Cards:**

1. The use of your personal credit cards for WWU-related purchases is **highly discouraged** and, without advance approval, is generally prohibited for purchases in excess of $1,000*. Personal credit
cards are not to be used for WWU-related purchases unless the expenditure is incurred incidental to a personal purchase and the
dollar amount is not significant. If a credit card is needed: please read the [Credit Card Policies](#); complete the [Purchasing Card Agreement](#) (including signatures from Department Chair and
VP); and forward to Accounts Payable. Purchasing Cards may also be obtained on a non-
permanent basis for employees who rarely need them.

   *If in the unlikely event that for valid business reasons you must use your personal
credit card for purchases over $1,000, please obtain approval from Accounts Payable in
advance whenever practicably possible in order to ensure reimbursement from WWU.*

In the event the WWUPC is not accepted by a vendor (e.g., Costco), you may use your
personal credit card for purchases under $1,000. For Costco purchases, however, please use
the WWU Costco Visa card whenever possible (contact the Cashier’s office to check one out).

Use of personal credit cards for WWU business carries the risk that personal expenditures will
be inadvertently included as WWU business-related expenditures or that the same
reimbursable expenditure may be submitted multiple times for reimbursement. This is not best
business practices.

2. Expenditures on personal credit cards are reimbursed through the Cashier’s Office. The
[Reimbursement Request](#) form, along with original receipts, should be submitted to the
Accounting Department within a month of incurring the expenses. Any reports received after 6
months will be considered **taxable income** in accordance with federal regulations and must be
approved prior to reimbursement by the department budget manager. All Reimbursement
Request forms are subject to review by Administration. **Reports submitted more than six
months after the travel dates will generally be disallowed.** Reimbursements will be given as
electronic funds transfer via Higher 1 preference.