

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.04

AREA: General

SUBJECT: University Credit Cards

1. PURPOSE

This document contains policies regarding the reimbursement of expenditures made by employees of the System who incur expenses, on behalf of the System, on credit cards issued through the universities.

2. PROCEDURES

- 2.1. Employees of the System may obtain and use credit cards authorized in this policy for university business purposes within the guidelines set by their university.
- 2.2. Any charges incurred on a personal credit card by the employee are the responsibility of the employee, and not of the System. The employee is responsible for payment to the credit card company within the period allowed.
- 2.3. Instances in which the university will pay directly for credit card charges include:
 - a. Travel credit cards issued to a university, department, or employee, which are used for business-related travel expenses within the guidelines defined by each university.
 - b. Credit cards issued to faculty and staff members who are assigned university vehicles. Such cards may be used only to charge fuel and services for a vehicle owned or leased by the university.
 - c. Procurement cards issued to faculty and staff to procure authorized, business-related expenses within the limits defined by each university.
- 2.4. University credit cards must not be used to pay for personal expenses.
- 2.5. Other than as provided in Section 2.3 of this document, universities shall not make direct payment, on behalf of the employee, to the credit card company.

