**Credit Card Expense Management**

**Reference Sheet**

Per policy, credit card transactions must be processed & receipts uploaded every Wednesday by 5 pm for all charges made up to that date. However, it is strongly recommended that you do this on a daily basis, as charges can accumulate very quickly.

You no longer need to submit a PO Requisition **for credit card purchases**. You will have a pre-approved monthly limit to spend.

If you need a limit increase approval to make a purchase, please refer to & follow the Credit Card Limit Increase Policy and Procedure.

When processing transactions/receipts, keep in mind….

1. There are two groups of Vendors – one for Cape Coral & one for all other locations. For the sake of simplicity, all other locations are grouped as SC (Spring Creek).
	1. When possible, the Vendor name includes an identifying (Cape) or (SC).
	2. Otherwise, you can tell a Cape Vendor by the CC in front of the Vendor ID number.
2. There are two groups of Expense Categories – Cape & all other locations (SC). These are identified by a prefix of “Cape” or “SC”. You can filter by this prefix for easier searching.
3. There are multiple Approval Rules, just like there are for PO Requisitions. The appropriate Approval Rule for what you are submitting may not be your default Rule, so be sure to select the appropriate one.
4. The appropriate Fund & Department for a charge may not be what comes up as your default. Please refer to the Fund and Department Guide to determine the appropriate combination & adjust the Account Distribution accordingly.

If you have questions on any of the above four selections or don’t see what you need available to you, please ask Colleen or Loretta. We are happy to help! There are few items that can be changed once a transaction is submitted, so an incorrect selection could result in it being rejected & having to be resubmitted.

Please be detailed in the description of each charge. We no longer have a PO to reference back to.

Please do not submit a transaction without a receipt uploaded to it. It will be rejected & will need to be resubmitted with the receipt.