

AMERICAN EXPRESS CORPORATE CARD
Policy/Procedures for Student Managers

I. OBJECTIVE

To provide the opportunity for student managers to fulfill their responsibilities in an efficient manner, and to minimize the need for student managers to request and carry significant amounts of cash on team trips.

II. RESPONSIBILITY

Each student manager must comply with all provisions of this policy and provide complete and proper documentation for all charges to the corporate card. Failure to comply with this policy may result in termination of the student manager position.

III. PROCEDURE

- A. One American Express card will be issued in the name of the designated student manager for each varsity sport. The designated manager will be the sole signer for all charges to the card. No other manager or individual has the authority to sign for charges.
- B. All cards will be maintained in a secured area by the Assistant Athletics Director for Business Operations. The student manager will report to the Business Office and request his/her card when submitting a cash advance for team travel. The student manager will return the card when turning in her/her expense report.
- C. The University will pay American Express directly for amounts charged on the account. The student manager will be responsible for substantiating all charges to the Athletics Business Office.
- D. Only acceptable charges which are properly documented will be paid by the University. *The student manager will be deemed responsible for any charges which are not properly documented with original receipts or which are not consistent with club travel.*
- E. Upon completion of the season or post-season play, the card will be canceled. A new card will be issued prior to the beginning of the next season for the incoming student manager.