

Skidmore College
% U R D G Y L H Z 0 D V W H U F D U G
Credit Card Policy

Policy Overview:

The purpose of an employee obtaining a MasterCard through Skidmore College is to provide the following benefits:

A payment method that meets NYS requirements to allow for sales tax exemption. Provides an efficient way to keep business and personal expenses separately. (1 R W O L Q N H G 6 P S O R W H H V R S W U V S R E D U V F G H U F I N G Q R W performed).

How to Obtain Your MasterCard through % U R D G Y L H Z:

If you are a faculty or staff member that routinely travels or incurs reimbursable business expenses at the College you are eligible. Please contact L Q H . H Q Q \ in Financial Services by email: HNHQQ@skidmore.edu

Submitting Expenses:

The credit card is to be used for Skidmore business expenses only. The credit card V W F D W H Z L O O E H P D L O H G W R W K H H P S O R \ H H V K R P H D G G Financial Service website.

Past Due & Default of Payment:

7 K H & R O O H J H L V Q R W L I L H G L I W K H H P S O R \ H H V E D O D Q F H by Financial Services. If for any reason an employee defaults to 90 days past due, we will cancel the credit card and the employee will then be required to make arrangements with Financial Services for immediate re-payment. The process may include payroll deduction. 2 Q F H D Q H P S O R \ H H V F U H G - p a y m e n t b y w i t h o u t d e d u c t i o n O H G I R U Q re-establish a credit card through Skidmore College. Failure to use the card in compliance with College policy can result in suspension or revocation of the card and possible disciplinary action.

