

# Saddleback College Credit Card Procedures 2017

## **GUIDELINES TO USE THE CREDIT CARD**

The following guidelines apply to the use of the college credit card:

- The purchase must be for an immediate and urgent requirement.
- The purchase should be less than \$200.00.
- The supplier will not take other payment type (i.e. Purchase Orders or checks).
- Authorized credit card users must be permanent employees (No NBUs).
- The credit card must be returned on the same day it is used.

## **REQUESTING THE CREDIT CARD**

Appropriate Dean/Administrator must send email request:

**To:** [Roxanne Metz](#), [Kevin Dalla Betta](#), and **Cc:** [Michelle Weidenkopf](#).

### **Request must include:**

- Item being requested for purchase.
- Total amount that will be charged to the credit card.
- Name of the supplier, who will process the credit card.
- Reason why the credit card is being requested (e.g. reason the need is urgent and/or why another payment method will not suffice).
- Name of the appointed authorized credit card user (the staff member who will be responsible to create Workday request, and sign-out the credit card).

## **APPROVAL**

If approved to use the college credit card, the College Administrative Services Office will notify the appointed authorized credit card user when the credit card is available for use.

## **CHECK-OUT CREDIT CARD**

Appointed authorized credit card user will bring their staff ID card to the College Administrative Services Office, located in AGB, and sign-out the college credit card.

## **PURCHASE**

Appointed authorized credit card user will make their purchase and obtain a receipt (either a printed sales receipt or an email confirmation) for the transaction. A receipt should include the type of credit card with the last four digits of the card.

## **RETURN CREDIT CARD**

Appointed authorized credit card user will return and sign-in the college credit card with original receipt for the approved transaction.

## **SUBMIT WORKDAY REQUEST**

Within one business day of the expense, the appointed authorized credit card user will initiate a Workday process as indicated in the following chart (*see next page...*):

***Please call Kevin Dalla Betta (ext. 4437) or Michelle Weidenkopf (ext. 6225)  
in the College Administrative Services Office if you have any questions about these procedures.***

# Saddleback College Credit Card Procedures 2017

Continued...

<i>If request to use the college credit card is for...</i>	<i>then process in Workday,</i>
Goods in-store (pick-up in store)	Expense Report
Goods online (pick-up in store)	Expense Report
Goods online (no tangible item)	Expense Report
Goods online (shipping to college)	PO with Receiving Requisition – Non-Catalog Items
*Travel/Conference online/phone (registration, airfare, hotel)	Spend Authorization & Expense Report

\*This type of request is **NOT** common; and not typically approved.

Upon submission of appropriate Workday process, the appointed authorized credit card user will provide the College Administrative Services Office staff with either an Expense Report or Requisition/PO number by phone call or email.

## Expense Report:

Please refer to the [Workday Course Manual: Expenses](#) for additional guidance on Workday Process.

Follow instructions from Chapter 1: Activity 3.1; *additionally, include the information in red below:*

- **Business Purpose:** Select "Purchase Reimbursement."
- **Memo:** See example below, "Item(s) purchased on MM/DD/YYYY using SC Wells Fargo Credit Card (-2785) from Vendor Name."
- **Expense Report Line – Credit Card:** Select **MasterCard -2785**. Also be sure to attach a copy of the credit card sales receipt.

The screenshot displays the Workday Expense Report interface. Key sections include:

- Expense Report Information:**
  - Company: South Orange County Community College District
  - Expense Report Date: 07/01/2017
  - Business Purpose: Purchase Reimbursement
- Expense Report Reference Information:**
  - Reimbursement Payment Type: Check General Fund
  - Memo: Item(s) purchased on MM/DD/YYYY using SC Wells Fargo Credit Card (-2785) from Vendor Name.
- Expense Report Lines:**
  - Line 1: 07/01/2017, 0.00
  - Credit Card: MasterCard - First Name Last Name - Wells Fargo SC (2785)
  - Charge Description: (empty)
  - Date: 07/01/2017
  - Expense Item: (empty)
  - Quantity: 1
  - Per Unit Amount: 0.00
  - Total Amount: 0.00
  - Memo: (empty)
  - Personal:
  - \*Fund: (empty)
  - Cost Center: (empty)
  - Program: (empty)
- Attachments:**
  - Attachments from File: Drop files here or Select files
  - Attachments from Mobile Application: Add
  - Receipt Included:

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# Saddleback College Credit Card Procedures 2017

## **PO with Receiving Requisition – Non-Catalog Items:**

Please refer to the [Workday Course Manual: Procurement and Assets](#) for additional guidance on Workday Process.

Follow instructions from Chapter 3: Activity 3.1 – 3.3; *additionally, include the information in red below:*

- **Activity 3.1 Create A Requisition:**



Create Requisition

Company X South Orange County Community College District

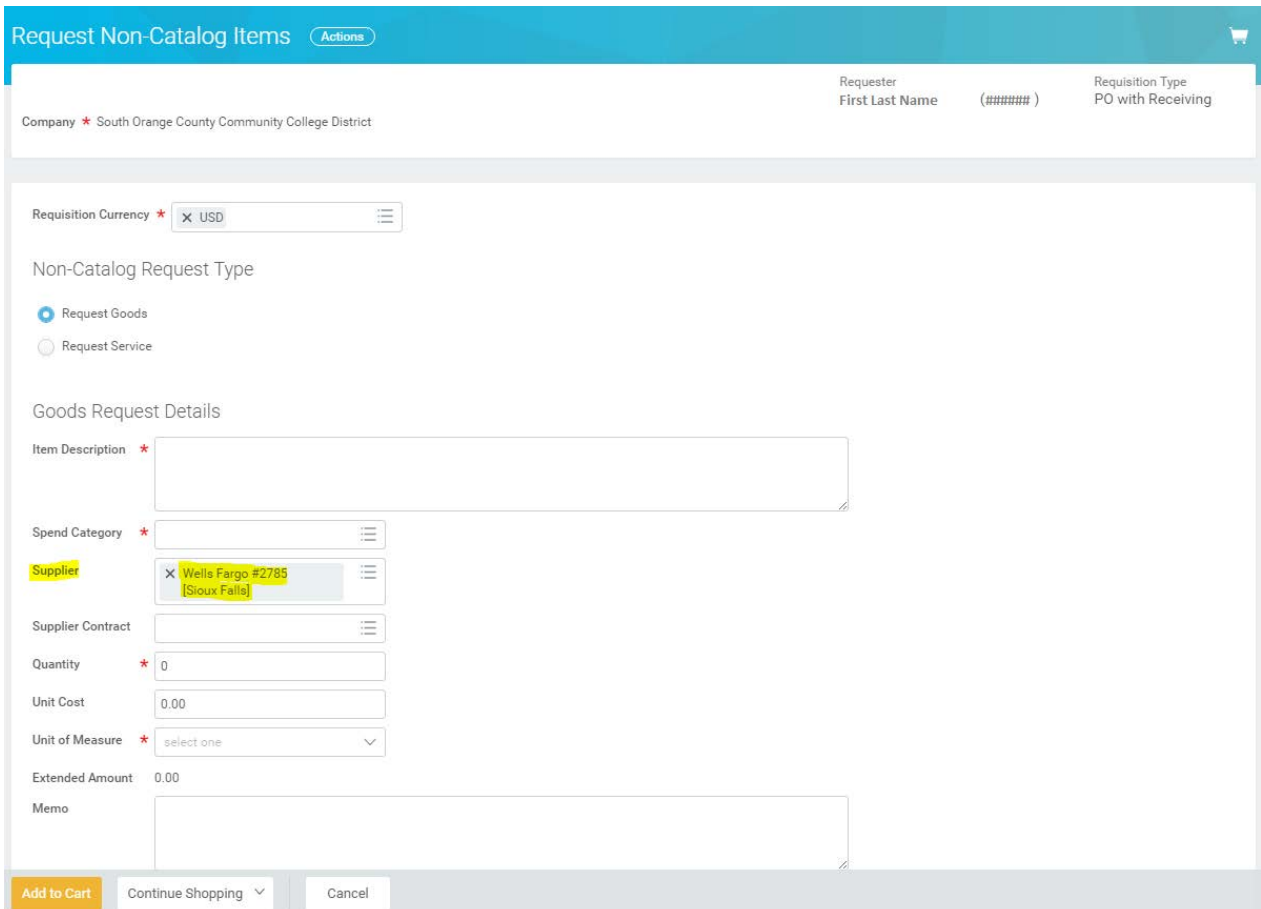
Requester X First Last Name (#####)

Currency X USD

Requisition Type X PO with Receiving

- **Activity 3.2 Request Non-Catalog Items:**

**Supplier:** Remember since the item has already been purchased with the college credit card, select **Wells Fargo #2785** as the Supplier.



Request Non-Catalog Items Actions

Requester First Last Name (#####) Requisition Type PO with Receiving

Company \* South Orange County Community College District

Requisition Currency \* X USD

Non-Catalog Request Type

Request Goods

Request Service

Goods Request Details

Item Description \*

Spend Category \*

Supplier X Wells Fargo #2785 [Sioux Falls]

Supplier Contract

Quantity \* 0

Unit Cost 0.00

Unit of Measure \* select one

Extended Amount 0.00

Memo

Add to Cart Continue Shopping Cancel

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# Saddleback College Credit Card Procedures 2017

- Activity 3.3 Checkout Requisition:**  
**Memo to Suppliers:** See example below, "Item(s) purchased on MM/DD/YYYY using SC Wells Fargo Credit Card (-2785) from: Vendor Name."

Checkout

The header Memo field has been renamed to Memo to Suppliers in the Information Section.  
Please enter notes in the "Memo to Supplier" field in the following format:  
Brief description for Board Reporting  
[]  
Estimated freight costs or Free shipping and other notes.  
If you have special notes to the Supplier that you want prominently printed on the PO, then you can put those notes between the [].

Shipping Address

Information

Attachments

Line Defaults

Review and Submit

Requisition	Status	Total Amount	Currency
- new -	Draft	\$3.50	USD

Company \*  
South Orange County Community College District

Requester \*  
Michelle Weidenkopf (014987)

Requisition Type  
X PO with Receiving

Request Date  
07/20/2017

Sourcing Buyer

High Priority

**Memo to Suppliers**  
Type a description of what was purchased with college credit card.  
[]  
Item(s) purchased on MM/DD/YYYY using SC Wells Fargo Credit Card (-2785) from Vendor Name (merchant name as it will appear on the credit card statement).

Back Next Internal Memo

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