

Georgia Department of Public Safety Policy Manual

SUBJECT CORPORATE CARD ISSUANCE AND USAGE	POLICY NUMBER 7.16
DISTRIBUTION ALL EMPLOYEES	DATE 9/23/2005

7.16.1 Purpose

The purpose of this policy is to establish procedures for the issuance and usage of the Department's American Express Corporate Card and to facilitate state business travel for departmental employees directly issued a corporate card by American Express Travel Related Services.

7.16.2 Policy

- A. In addition to other means of payment, it is the policy of the Department of Public Safety to use the American Express Corporate Credit Cards, for state business travel costs, including but not limited to lodging costs, meal costs, parking costs, rental car or air fare expenditures.
- B. All cardholders shall comply with the state's ethical rules and policies in the use of their Corporate Card.
- C. The cardholder is solely liable for all charges made with the Corporate Card and American Express Travel Related Services shall report the activity on the card to the appropriate credit-reporting agency at their discretion.
- D. Any unauthorized use of, or purchases made with the Corporate Card may subject the cardholder to departmental disciplinary procedures, up to and including dismissal.
- E. The Department shall have American Express Travel Related Services implemented and authorized auditing capabilities in order to determine appropriate Corporate Card usage by cardholders and any delinquencies of the same.
- F. Upon the suspension, dismissal or termination of the cardholder, whether voluntary or involuntary, the Corporate Card shall be returned to the DPS Comptroller's Office for cancellation and destruction.
- G. Cardholders who fail to return the Corporate Card upon separation from the Department will have their annual/sick leave disbursement check withheld until the card is returned to the DPS Comptroller's Office.
- H. American Express Travel Related Services reserves the right to decline direct card issuance to cardholders who did not meet its minimum creditworthiness standards based upon its review of the same.

7.16.3 Definitions

- A. Cardholder - Any and all Department employees approved for issuance of a corporate card by GSP Command Staff or Department Managers.
- B. Direct Issuance - The issuance of Corporate Cards by American Express Travel Related Services based on cardholder information supplied to the Department by the cardholder. Direct issuance eliminates the need for the distribution and processing of credit card applications by American Express Travel Related Services.

7.16.4 General Provisions

- A. Corporate Cards directly issued to the cardholders shall be used strictly for departmental business travel expenses.
- B. Corporate Cards will be issued directly to the cardholder's home address.
- C. The Corporate Card billing statement will be mailed to the cardholder's home address and American Express Travel Related Services shall mail no duplicate copy of the same to the Department.
- D. Corporate Cards will be issued only to cardholders that travel on state business and whose names are provided to American Express Travel Related Services by GSP Command Staff or Department Managers.
- E. All receipts for business related purchases made with the Corporate Card shall be submitted to the cardholder's manager or supervisor with the Department's Travel Expense Statement for the processing of any necessary reimbursements by the Accounts Payable Unit.
- F. Prior to American Express Travel Related Services issuance of the Corporate Card to cardholders, cardholders must sign and date a copy of this policy, which upon execution will be maintained in their personnel file, as long as the cardholder retains possession of a Corporate Card.