

**LOKER UNIVERSITY STUDENT UNION, INC.
CORPORATE CREDIT CARD POLICY**

The Loker University Student Union authorizes the use of corporate credit cards by LSU management for business expenses. The use of corporate credit cards is established to expedite purchases for merchandise, travel, and services in instances where the established purchasing and check payment process will not be sufficiently expeditious to secure the merchandise or services in a timely manner. The corporate credit card is also established to allow for the purchase of merchandise, travel and services for which only credit card payments are accepted. The corporate credit card shall not be used with the intent to circumvent the LSU Purchase Order process.

Corporate credit card purchases shall be made in accordance with the LSU Purchasing Policy. Travel related expenses shall be made in accordance with the LSU Travel Policy.

Prohibited Transactions

Corporate credit cards may not be used for the following transactions;

- Cash advances
- Personal purchases
- Capitalized furniture and equipment

Approvals

Corporate credit card authorized users may not reviewed and approve their own transactions.

Exceptions may be granted by the Director or his/her designee.