

Duke University & the Department of Sociology Corporate Card Policy

An outline of the Corporate Cardholder Agreement below.

1. Corporate Card holders must be employees of the Duke and Dept of Sociology.
2. Personal use or non-business purchases are NOT allowed.
3. The cardholder is the only individual authorized to use the card.
4. Cardholders must agree to follow Duke Procedures for the corporate card.
5. The corporate card may NOT be used for the following:
 - Gifts of any kind
 - Flowers
 - Controlled Substances
 - Payments to individuals
 - Animals
 - Weapons/Ammunition
 - Capital equipment
 - Long term leases
 - Radioactive materials
 - Medical/surgical supplies
6. Duke University can terminate a cardholder's right to use the corporate card.
7. Cardholders must turn in their cards to the department administrator if requested by Employee, Travel and Reimbursement, transfer or termination from employment.
8. Request for reimbursement for a procurement card transaction is NEVER allowed.
9. All original receipts must be turned in to Lisa Young within two weeks and provide the following:
 - Funding Source to charge too
 - Who, What, Where, When and Why of the expense
11. A lost receipt form must be filled out by the card holder if an original receipt is lost. A lost receipt should only be filled out after all attempts to locate the original receipt have been exhausted.
12. All monthly credit card statements are reviewed and reconciled by Jessica Ellington.
13. Under no circumstances may a cardholder clear his/her supervisor's transactions.