



**UNIVERSITY OF GUAM
UNIBETSEDÁT GUÅHAN
Board of Regents**

Resolution No. 19-12

**RELATIVE TO APPROVING THE REVISED UNIVERSITY OF GUAM
PRESIDENT'S CREDIT CARD POLICY**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC) serving the post-secondary needs of the people of Guam and the Western Pacific region;

WHEREAS, UOG governance and well-being is vested in the Board of Regents (BOR);

WHEREAS, the University has adopted a program wherein credit cards may be utilized in lieu of a purchase card and a program in which a credit card can be utilized to facilitate certain purchases including travel costs;


WHEREAS, the University has determined that the job scope of the President requires the use of a credit card which is free of many of the restrictions contained in the existing policies, i.e. on and off-island entertainment of University business partners and potential donors, etc.;

WHEREAS, the University has developed a policy for the use of a credit card which meets the unique needs of the President; and

WHEREAS, the Budget, Finance and Audit (BFA) Committee has reviewed and recommend the draft policy to the BOR for approval.

NOW, THEREFORE, BE IT RESOLVED, that the BOR hereby adopts the revised UOG President's Credit Card Policy enclosed to be effective immediately.

Adopted this 13th day of February, 2019.



Christopher K. Felix, Chairperson

ATTESTED:



Thomas W. Krise, Ph.D., Executive Secretary

UNIVERSITY OF GUAM
President's Credit Card

1. PURPOSE

One of the initiatives of the Good to Great process was to move some activities away from the Business Office and under the control of University leadership. The creation of a purchase card program for small purchases allows University leadership to have more control over these purchases and will improve some efficiencies at the Business Office by allowing them to focus on higher value transactions. Purchase card programs are very common in higher education and this change will enable the University to move in alignment with best practices for the industry.

In addition to the existing purchase card program, the University has determined that the President should have a card that can be utilized for the unique needs of the office. Therefore, the University of Guam (UOG) President is authorized to have a credit card for official business under this program.

2. LIMITED ISSUANCE

One credit card may be issued under this authorization.

3. PROCUREMENT REGULATIONS

The Board of Regents has adopted a procedure for small purchases requiring one quotation for purchase of less than \$2,000 in value.

4. LIMITATIONS ON USE OF CREDIT CARD FOR THE UOG PRESIDENT

- The credit card may only be used for purchases of \$2,000 or less.
- Purchases for travel related items such as airline tickets, lodging, registration fees, etc. conducted in compliance with the UOG travel policy may be made even if they exceed the \$2,000 threshold.
- The Meals and Incidental Expense portion of per diem provided to the President will be adjusted for any meals purchased under this authorization
- A purchase may not be artificially divided into two or more segments in order to fall below the \$2,000 threshold
- The card may be used only for valid University requirements
- The card may be physically used on Guam as well as off-island for official purposes
- The card may be used only by the person whose name appears on the card
- The card may be used for meals by the UOG President while hosting other people for official purposes
- The card may not be used for the purchase of alcohol products
- The card may not be used for any personal purpose. Reimbursements for any incidental personal use must be made within 10 days of the purchase or within 10 days of returning to Guam.
- The credit limitation for the card may not exceed \$10,000.

5. DOCUMENTATION AND REVIEW

The user of the card must submit a document detailing the purchases amounts and item descriptions certifying the amounts were authorized and received. This document is due to the Business Office within five working days from the end of the month or submitted within the same timeframe as travel clearances, if used while traveling. A sample document will be provided to users.

6. BUDGET

The UOG President is responsible to ensure that sufficient budget is available for the contemplated purchase as there will be no requirement in this program for a formal budget certification from the Business Office.

7. VIOLATIONS

Failure to follow this policy will result in the revocation of use of the credit card.

8. LOST OR STOLEN CARD

In the event the card is lost or stolen, Administration and Finance must be notified immediately.



Thomas W. Krise, Ph.D., President



Randall V. Wiegand, VP/Administration and Finance