

Credit Card Policy for Students

Administrative policy approved January 13, 2023. Effective immediately.

Revision history: Technical edits made in December 2023.

Related policies: Contract Approval and Signing Authority Policy; Expense Reimbursement Guidelines; Missing/Inadequate Documentation Report Form

Scheduled Review Date: December 2025 (Student Affairs Office, Accounting Office, and General Counsel's Office)

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submitted to the Student Affairs Office. If a receipt is accidentally lost for any expense, the cardholder must complete a Missing/Inadequate Documentation Report Form and submit it with the credit card package.

3. Substantiation and reconciliation

The IRS and Southwestern's external auditors require specific documentation to substantiate business-related expenses. Two requirements are that each receipt is dated and itemized.

