

Any expense for which an employee cannot provide appropriate substantiation or documentation is considered an inappropriate use of a Card.

Southwestern does not encourage the use of high-risk payment processors, such as PayPal and Venmo, which allow electronic fund transfers to private parties (see the Expense Reimbursement Guidelines). In the unusual case, when a Card is used for payment via mobile or online payment processors (such as PayPal, Venmo, etc.), all transactions must be supported with receipts that meet Southwestern's receipt requirements, regardless of the transaction amount. Detailed transaction descriptions must be included with all transactions. Insufficient documentation may result in the suspension of a Card and revocation of Card privileges.

Additional Policy violations include, but are not limited to:

- failing to return a Card when reassigned, terminated, or upon request;
- failing to submit properly completed reconciliation statements, with appropriate receipts, in a timely manner; and
- failing to report a lost or stolen credit Card to the Chief Financial Officer immediately after discovery.

The Accounting Office receives Card statements from the Card issuer (American Express). Upon receipt, the Accounting Office scans the statements and emails a statement to each cardholder.

The cardholder or another employee designated by the cardholder must gather all necessary approvals and receipts related to each Card purchase on the statement. As described in the next subsection, the employee performing this task must label all receipts with an accurate description of the expense to ensure proper coding by the Accounting Office. They may use an Excel file to detail all transactions and corresponding GL coding. The Card statement, Excel file, receipts, and approvals (the "credit card package") must be submitted to the Accounting Office. If a receipt is accidentally lost for any expense exceeding \$25, the cardholder must complete a Missing/Inadequate Documentation Report Form and submit it with the credit card package.

If a cardholder takes a medical or parental leave or otherwise plans to be away from work at Southwestern for an extended period (e.g., more than 30 days), the employee should not use the Card during that period and may not give another employee permission to use the card during this period.

While the employee is on leave or away from work, another employee may prepare the substantiation. The employee may briefly contact the employee on leave if they have questions, need information, or need approval for recurring charges, if any. Documentation accompanying the substantiation must include the dates of and an explanation for the cardholder's absence (e.g., "FMLA leave, 1/1/24-5/31/24").

The cardholder is required to activate (as per instructions received with the Card) and sign the Card immediately upon receipt. The Card may be used upon activation. When the current Card has expired or when a new Card is issued to the cardholder, the cardholder must destroy the former Card (cut it into pieces) and discard the pieces.

The cardholder must report a lost or stolen Card to the Chief Financial Officer or, if the Chief Financial Officer is unavailable, to the Controller immediately. If this initial report is made to the Controller, the report must be made to the Chief Financial Officer within 10 business days of the report to the Controller. (it)-1.8(a)-1.2