



CAL MARITIME

Credit Card Submission Process

- I. Accounting Posts email to Faculty-Staff list by 5th of each month:

Subject: Campus Credit Card Statements have Arrived

Credit Card Holders: Credit Card Statements have been mailed to campus credit cardholders by JP Morgan Chase. Please check your mail for your statement. After you reconcile your statement to your monthly CCP Purchase Report:

1. Please sign in ink and date.
2. Review account chartfield coding – do you have the Account, Fund, and DeptID that you want charged? If you have any questions on what is the proper chartfield to use, please contact Accounting at ext.1028 for assistance.
3. Forward signed report to Approving Official for signature with statement and original receipts. We recommend you keep a copy of the paperwork for your records.

Approving Official: Please carefully review the charges and chartfields.

1. Resolve any items with the cardholder.
2. Sign report and forward to Accounting.
3. Please make sure all paperwork is received no later than the 10th of the month.

If you expect to be out of the office during this time, please schedule someone to complete the paperwork on your behalf. If you have any questions or problems, please contact Accounts Payable at ext.1028 for assistance.

- II. If paperwork has not been received by the 10th of the month, a notice is emailed directly to the employee, with a cc: to the Approving Official and to the Controller:

Subject: Campus Credit Card Reminder Notice

The credit card statements for the campus CCP cards were sent to cardholders on the 28th of the previous month. According to our records, your card reflects activity during the billing period. To date we have not received your paperwork, including the activity report, statement and receipts. Please check your records and forward the completed paperwork as soon as possible. If you have submitted

your report, please check with your Approving Official to make sure it was signed and forwarded to Accounting. In order to meet the payment deadlines, we need to receive your paperwork no later than the 15th of this month.

If you have any questions, or may have problems in meeting the deadline, please contact Accounts Payable, ext.1028, as soon as possible. Please note if the paperwork is not received by 15th, the items charged to your card will be posted to your Approving Official's account.

III. If the paperwork has not been received by the 15th of the month, a notice is emailed to the Approving Official:

Subject: Campus Credit Card Action Taken

This is to notify you, as the Approving Official for _____, that your employee's Campus CCP Card charges have been posted to your account as a result of not receiving proper documentation and approval of expenses by the 15th of the month.

If you have any questions regarding this charge, please contact Ken Toet in Accounting at ext. 1085.

IV. After an employee submits their paperwork with the proper documentation and approval, Accounts Payable or GL will post the redistribution of charges from the Approving Officials account to the employee's account.

V. Card privileges are forfeited if the cardholder fails to submit timely paperwork three (3) times in a fiscal year. The Controller will review the account with the Approving Official and take appropriate action.