

|  |                     |                                 |
|--|---------------------|---------------------------------|
| <b>NORTH CAROLINA<br/>DEPARTMENT OF COMMERCE</b>                       |                     | <b>POLICY # FM 6</b>            |
| <b>Title:</b> Credit Cards   |                     |                                 |
| <b>Effective Date:</b>   | March 8, 2001       | <b>Administering Authority:</b> |
| <b>Revisions:</b>  | <b>July 1, 2007</b> | Chief Fiscal Officer            |
| <b>Statutory Authority :</b> <b>State Budget Manual, Section 5.0.2</b> |                     |                                 |

**Purpose:** To provide specific guidelines concerning expenses charged to corporate credit cards.

**Scope:** This policy applies to all Divisions organized under Department of Commerce, except ESC.

**Policy:**

The State of North Carolina, Department of Commerce has an agreement with credit card companies to provide corporate cards to employees who travel on state government business. Participation is voluntary, but we expect the availability of these credit cards to make your business travel more convenient, substantially reduce the need for cash advances for business travel, and possibly qualify you for travel discounts.

**American Express**

Features of the corporate card program include:

1. No annual membership fee.
2. No preset spending limit.
3. \$200,000 travel accident insurance up to 30 days.
4. \$1,250 automatic baggage insurance for carry-on baggage.
5. \$500 automatic baggage insurance for checked baggage.
6. Personal check cashing privileges.

Upon approval, the initial card will be sent to you from Fiscal Management. You will receive monthly statements from American Express for items charged

to your corporate card account, and you are responsible for paying all charges incurred (unless reported as stolen or lost). Statements are payable in full directly to American Express upon receipt. Failure to make timely payment of charges may result in cancellation of your corporate card by American Express.

To report a lost or stolen card, billing address changes, etc., the cardholder should contact American Express directly at 1-[800-528-2122](tel:800-528-2122). The corporate card does not provide access to the American Express automated travelers check dispensers located in many airports.

**All Commerce issued cards are to be used ONLY for official authorized state government business.** As stated in the State Budget Manual, employee misuse of state-issued credit cards is grounds for termination. Activity reports are generated monthly for auditing purposes to ensure card usage is for official authorized state government business.

**Additionally, if you leave the employment of the Department of Commerce, cards MUST be returned to the Fiscal Management Division to insure that your account will be closed out. State budget travel policies and procedures currently in place remain unchanged.**

If you have questions or need additional information, please contact [J.B. Lewis](#) in [Fiscal Management](#) at [715-5609](tel:715-5609).