



Policy Title: **CREDIT CARDS**

The purposes of Fox Valley Technical College's procurement card (P-Card) program are to make payment for certain goods more timely and efficient, as well as to generate a rebate for the College. Specific guidelines and procedures related to P-Cards shall be administered by the Financial Services Office. Before a P-Card will be issued, a potential cardholder must agree to abide by these guidelines and procedures. Misuse of a P-Card may result in revocation of the card and/or appropriate disciplinary action.

Adopted: 04/21/87
Reviewed: 09/04/18
Revised: 02/04/15