

ADMINISTRATIVE POLICY  
**CREDIT CARDS**

*This policy pertains to employees.*

The purposes of Fox Valley Technical College's procurement card (P-Card) program are to make payment for certain goods timelier and more 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: 04/21/1987*

*Reviewed: 10/12/2021, 09/17/2024*

*Revised: 02/04/2015*