

American Express Government Card Program Policy and Procedures

Guideline Statement

The American Express Government Card (AMEX) is available to faculty members or staff with approval of their VP or Dean. American Express may issue a card to qualified University employees to be used for official University travel. The card is an individual liability credit card that is used as a means of expediting payment of travel expenses and reducing the need for cash advances. **The card may only be used for official business that directly serves the University.** American Express Government Card eligibility is contingent upon whether the individual travels on University business at least five (5) times per year.

Policy

The card must be used for Fresno State travel and hospitality related business only and cannot be used to circumvent the procurement policies of the University or the State. Purchases of goods or services not directly related to the required travel or hospitality event at the time they are incurred are not permitted. To ensure proper use of the card, the University Controller reserves the right to review and monitor all cardholder purchases and account history.

Any account used for personal purchases or with three (3) delinquencies of 60 days in one (1) year will result in Government Card cancellation. Accounts that are cancelled due to late payment or personal use will not be reissued by American Express without the University Controller's authorization.

Procedures

Applying for the Card

Two applications must be completed by an employee in order to apply for a government card. Do not send applications directly to American Express. Submit both applications to the University Controller at MS: JA58. The Fresno State faculty or staff member must complete, sign and agree to the following:

1. **Fresno State Authorization Application.** The individual must be authorized by the department's appropriate administrator (VP, Dean or Department Chair). The completed application must be submitted with the American Express Corporate Card Application. The Authorization Application is available at:
<http://www.fresnostate.edu/adminserv/accountingservices/documents/AMEXAuthApp031214.pdf>

2. **American Express Corporate Card Application.** Complete the application and submit with the Fresno State Authorization Application. The American Express Corporate Card application is available at:

<http://www.fresnostate.edu/adminserv/accountingservices/documents/AMEX-App031214.pdf>

Once the Controller has reviewed completed and approved applications, the University AMEX Program Administrator will submit the applicant's information for processing to American Express. American Express will provide the applicant with a written decision by mail. If approved, American Express will issue a card and send it to the address provided on the application. Both new and renewal cards will be mailed directly to the billing address. Cards can be expected to be received within two weeks.

Cardholder Liability

American Express Government cardholders are responsible for paying all charges to American Express by the due date presented on the cardholder's billing statement. It is important that cardholders dispute any charge appearing on statement and immediately report lost or stolen cards. All charges made using the American Express Government Card are the sole responsibility of the cardholder.

Contact Information

If you have questions about your individual American Express Government account, please contact American Express at the phone number listed on the back of your credit card. Report a problem card or a lost/stolen card by calling (800) 528-2122 (24-hour Customer Assistance).

Card Cancellation

The American Express card will expire on the date embossed on the card's face, and will be automatically renewed unless otherwise stated below.

There are several reasons why an American Express card may **not** be automatically renewed or canceled by American Express:

- The card has not had any transaction activity for three consecutive months
- The card is currently delinquent
- The card has a recurring history of delinquency
- The Controller's Office has found improper use of the card
- The cardholder has separated from the University.

Cards canceled due to improper use or delinquencies are ineligible for reactivation. The Controller will contact the cardholder of card misuse upon cancellation. The cardholder is responsible to pay any remaining balance.