



Credit Card Policy Overview

The Business Office of Donnelly College is responsible for receiving and dispersing of funds on behalf of Donnelly College. Safeguarding these funds is required to ensure all incoming and outgoing funds are managed correctly and to avoid any opportunity for fraud. Because of this, the following policies are provided to Staff, Faculty and Students to guide the management of outgoing and incoming credit card funds.

Use of Donnelly College UMB Credit Cards

- Donnelly College has separate credit card accounts for the President's Office, the VP of Academic Affairs, the VP of Business Affairs, Student Affairs, Student Services, Advancement (Development), and the Business Office.
- All transactions require a receipt and an authorized purchase order.
- Each department is responsible for reconciling each transaction to the monthly credit card statement, and then providing this information to the Accounts Payable Specialist.
- Donnelly credit cards are for Donnelly related expenses only and must not be used for personal use.

Student Payments

- Students can pay tuition and fees with debit and credit cards, either in person, in the Business Office, or over the phone.
- Student accounts will be updated in Empower as soon as their credit card is processed.
- The student will be given a copy of the credit card receipt and a receipt from Empower.

Donations Received

- Donations can be made securely via the Donnelly website, at: <https://www.donnelly.edu/give/give-now>.
- For more information regarding the management of incoming donor funds paid with credit cards is governed by the _____ Policy.

Publication Info

This policy will be published on the College website.