

LCC Cardholder Guide

Contact Information

Chase Customer Service

Telephone Number for Lost or Stolen Cards: (800) 316-6056

Lansing Community College Purchasing Department
Purchasing Department (517) 483-1785

Police & Public Safety: (517) 483-1800

Welcome to the Lansing Community College Purchasing (LCC) Card Program. This program provides a Chase Credit Card product (MasterCard) to efficiently and effectively execute travel and small-dollar, non-inventory, non-capital purchases made by authorized employees. This guide provides information on the LCC Card program, how to use the card, responsibilities of card users and supervisors, allowed and disallowed expenses and resources for card holders.

LCC Card Web Page

The LCC Card has its own web page and this great resource has all of the information about your LCC Card in one location.

- Who to contact if you card is declined.
- Who to contact if your card is lost, stolen, or if there are fraudulent charges on your account.
- The LCC Tax Exempt form.
- Dates when each new cycle begins and ends
- LCC Card updates.
- Dispute form.
- Online suppliers.
- Merchant Category Codes
- Plus other information to help you be a successful LCC Cardholder

If you would like information added to this website or a suggestion on how to make this website more helpful, please send an email to Diane Miles at wittd@lcc.edu.

The LCC Card website address is: http://www.lcc.edu/purchasing/card_information/index.aspx

Program Information and Guidelines

7.1 – Background

The LCC Card Program began at Lansing Community College in May of 1998. The program is designed to improve the efficiency of small dollar purchasing, reduce the number of petty cash funds on campus, and to reduce the number of blanket purchase orders for supply type items. The LCC Card virtually eliminates the need for an employee to use personal funds for College travel or purchases and then request reimbursement. LCC Cardholders initially were given permission to purchase goods with their LCC Card and later travel and expenses were added. Depending on an employee's job responsibilities they are given the appropriate dollar limits and ability to charge goods, travel, and travel related expenses with their LCC Card.

7.2 – Benefits of the LCC Card

To Cardholders

- Purchase small dollar consumable supplies faster and easier than submitting online requisition/issue purchase order/payment method.
- Cardholders are empowered to make travel arrangements faster and easier through Passageways with their LCC Card.
- Cardholders are still required to obtain their supervisors approval for purchases.

To The College

- Enables Purchasing and Accounts Payable to focus on higher yield, value added activities, such as price negotiations, issuing competitive bids for contracts and the timely processing of invoices and payments.
- Reduced the number of purchase orders, invoices, and checks for payment.
- Reduces costs associated with mailing purchase orders and payments.

To Vendor

- Payment to the Vendor is faster – two days vs. 30 – 60 days
- Invoices do not have to be prepared, mailed, or tracked
- Ability to meet shorter delivery time requests of College customers.

7.3 – Issuance Guidelines

LCC Cards will be available to College employees based on a position's purchasing responsibilities. Any employee who travels, requisitions or purchases supplies and approved contracted services is a prime candidate to receive the LCC Card. Supervisors and Purchasing Department identify candidates based upon these specific circumstances:

- Employees who travel regularly or responsible to coordinate travel arrangements for department employees.
- Employees managing specific site programs (general maintenance supplies i.e. Physical Plant, repairs, supplies, tools, safety supplies, uniform rentals, etc.).
- Secretarial and administrative personnel (office supplies, small dollar repetitive purchases).
- Any employee whose job responsibilities generate small dollar purchasing activity.

Please Note:

- LCC Cards are issued to authorized individuals and purchases are expensed to the appropriate account number. Although the Cardholder is responsible for the card, the Cardholder DOES NOT PAY THE BILL. All credit card charges are paid on a monthly consolidated direct bill charged to the College from Chase.
 - Payment status of this card will not impact the Cardholder's personal credit status. All approved transactions on the LCC Card are the College's liability.
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After an employee is identified as a candidate for an LCC Card, they sign up for Concur training. The procedures for this process are covered in the Supervisor's Responsibility section in this document. Before receiving an LCC Card, all LCC Cardholders are required to attend a LCC Card training session. Once Concur training is completed, the Supervisor initiates a LCC Card Request, signs, and provides to Dean/ELT member to approve. The completed form is sent to Purchasing MC 7130.

7.4 – Card Controls and Limits

LCC Cards have embedded limits and merchant code category restrictions. Each time the LCC Card is used, the vendor is required to obtain authorization from the credit card/banking network. This ensures that the purchase is within program controls and limits established to safeguard against possible unauthorized purchases and fraudulent use.

Note: On transactions that exceed your limit cardholders are prohibited from "splitting or pyramiding" transactions into smaller transactions for an overall higher dollar amount. This is monitored monthly.

If your position requires that you make periodic high dollar purchases your Supervisor must contact Purchasing to request an adjustment to your LCC Card account limits. This request

must be processed 48 hours in advance of the need to make a high dollar purchase to provide time for Purchasing to submit the request to Chase.

The LCC Card is designed to give the greatest amount of flexibility for purchasing needs. **Any restrictions placed on LCC Cards are designed to protect each Cardholder and Lansing Community College.** Remember – The funds used to pay LCC Card purchases are from student's tuition, property tax, and state appropriations. Use your card responsibly.

Spending limits established for each Cardholder are:

- Single transaction purchase limit
- Monthly cycle limit

Cardholders should never receive cash back for refunds or exchanges, or keep manufacturer's rebates. These funds must be deposited at Student Finance into the appropriate department account using Deposit Receipt form. Take all funds received to the Payments Desk at the Star Zone in the Gannon Building.

7.5 – LCC Card Program Administrators

The Lansing Community College Program Administrator is Seleana Samuel at 483-1790. Day to day administration of the LCC Card Program is handled by Brittney Villarreal, Buyer and can be reached at 483-1786 or bvillarreal@lcc.edu

Purchasing and Accounts Payable Departments are responsible for monitoring the effectiveness of the LCC Card Program.

They are available to help with questions if any of the following situations occur:

- Questions regarding procedures and guidelines.
- Problems encountered with card use or vendor authorization.
- Cardholder transfer, relocation, or termination.

LCC Card Administrator's Responsibilities:

- Overall knowledge of the LCC Card policies and procedures.
- Responsible for reviewing and monitoring LCC Card expenses through monthly audit of cardholder transactions to ensure compliance with LCC Card and College Purchasing policy.
- Process approval for LCC Card account changes.
- Communicate with LCC Cardholders important information regarding the LCC Card.

7.6 – Cardholder's Responsibilities

LCC Cardholders are delegated purchasing authority to make purchases for Lansing Community College **business purposes only**. Cardholders are accountable to use the LCC Card in a prudent and responsible manner and to comply with College policies. This cardholder guide describes the proper use of the LCC Card. While controls are in place to protect the

College from fraud and other deliberate or accidental misuse of College funds they are not effective without the assistance of every LCC Cardholder.

Intentional misuse of the card for personal purchases or for purchases not in accordance with these procedures will result in LCC Card cancellation. Cardholders abusing LCC Card privileges may also be subject to disciplinary action up to and including termination. **The employee is liable for all personal purchases and unauthorized/unapproved purchases.**

LCC Cardholders are required to review and process expense reports within ten (10) business days through the Concur Expense system or equivalent and provide receipts for all transactions. Additionally, employees have a responsibility to report instances where College policy and procedure is not being followed. If you become aware of such an instance, notify your Supervisor immediately.

LCC Cardholders are responsible for:

- Knowing their LCC Card limitations (per transaction/per cycle) and purchase authority (i.e. travel only; or travel and purchasing) and complying with the LCC Card and Purchasing policies.
- Physically securing the LCC Card when not in use.
- Only the LCC Cardholder assigned the card should utilize the LCC Card, and all purchases must be made on behalf of and for the benefit of Lansing Community College. **LCC Cardholders are forbidden from sharing their card number with others.** Should someone else use your card for a purchase, cardholders are to report this to Purchasing immediately.
- **Responsible for obtaining your supervisors approval for all purchases.**
- Responsible for ensuring the receipt of the materials purchased, and follow up with the vendor to resolve any delivery problems, discrepancies or damaged goods.
- Responsible for follow-up with vendor on erroneous charges, disputed items or returns for credits.
- Responsible for obtaining receipts, charge card transaction slips, and maintaining a record of purchases. Original support documentation consists of sales receipt, itemized cash register receipt, packing list, or a detailed form of evidence that goods have been received.
- Not paying Sales Tax on college purchases.

Note: All receipts must contain a description of the items purchased. If the Cardholder has a receipt that reflects only total dollar amounts the Cardholder shall go back to the vendor to obtain a detailed receipt. If the vendor is not able to comply, then an affidavit will need to be completed. Please contact Accounts Payable at 483-1722 for an affidavit.

- Responsible for **immediately** contacting Chase, Public Safety, and Purchasing as soon it is discovered that an LCC Card has been lost or stolen or the discovery of fraudulent charges on the account.
- Missing receipts: If the Cardholder is unable to obtain a missing receipt from the vendor, the Cardholder shall complete the LCC Card Missing Itemized

Receipt/Documentation Affidavit and process it with the expense report. This form is completed and signed by Cardholder and their Supervisor.

- Save all expense reports and supporting documentation in a safe place for one month or until the bills are paid.
- If you are unable to reconcile your LCC Card within ten (10) business days due to a systems issue you must contact the LCC Help Desk and have a trouble ticket issued. You must notify the LCC Card Program Administrator (via email) and your Supervisor of the circumstances and provide the trouble ticket number.

7.7 – Supervisor Responsibilities

Supervisors of employees issued an LCC Card have the following responsibilities:

LCC Card Issuance

- A completed LCC Card Request Form (Appendix A) must be forwarded to the Dean/ELT member for review and approval.
- Completed LCC Card Request Form must then be sent to Purchasing, MC 7130.
- LCC Card limits are approved by supervisor and Dean/ELT member. The default limits are \$2,500 per transaction and \$2,500 monthly credit limit per employee. Categories include: CC Model (\$1,000/\$2,500); CC Stock (\$2,500/\$2,500).
 - a. CC Model – A low usage card used primarily for travel. The card features a lower transaction limit and is more restricted than our CC Stock card.
 - b. CC Stock – (Default) More for the high usage end user (Lead faculty or Lead staff). This user makes instructional/office supply and possibly travel arrangements.

Review of Expense Reports

The review of the Cardholders' expense reports is a key element of the LCC Card process. Review and approval is necessary to ensure cards are properly used in accordance with established College policies. Supervisors will review expense reports for:

- Appropriateness of the expenditure and reasonableness of the amount, including review of receipts attached. **Did you approve the purchases before it was made?**
- Availability of funds.
- Appropriate FOAPAL attached to each expense.
- Employees submit expense reports within ten (10) business days.

Timely Notification of Terminated Cardholders to the LCC Card Program Administrator:

It is the Supervisor's responsibility to inform Purchasing when an employee is terminated or resigns. The Supervisor must ensure that the LCC Card is returned to Purchasing and the account is closed.

7.8 – Card Security

LCC Cards should always be treated with at least the same level of care as personal credit cards.

1. Activate and sign your LCC Card as soon as you receive it from Purchasing.
2. Keep the LCC Card in an accessible, but secure location that is accessible only to the Cardholder.
3. Guard the card account number with care. Do not post it at a desk or in a day planner.
4. If you leave employment, give your supervisor your card and all receipts.
5. **Do not enter the LCC Card number in an email or fax.**
6. Only enter the charge card number on a “secure” web site (there will be a padlock in one of the four corners of a secure web-site). Save receipts in a secure location for one month or until the bills are paid. Even after reports have been reconciled, keep receipts!
7. The first time you order from an online vendor, look for the Trust-e-system or Better Business Bureau online seal. These indicate that the vendor has been independently audited and deemed trustworthy.
8. You can confirm a secure web site when the transaction begins with “https” instead of the usual “http” (the “s” stands for secure). Unfortunately, no indicator is foolproof; some phishers have forged security icons.
9. Only shop on web sites that offer privacy policy. Know how your personal information will be handled. Print out privacy policies, price guarantees and other important information.
10. Keep an eye on your LCC Card during ALL transactions, and retrieve your LCC Card as soon as possible.
11. Always know where your LCC Card is located and keep it and all paperwork secure.
12. Be aware of what you are signing – your signature can copy through to other slips placed underneath.
13. Do not discard credit card paper work in public areas. Always be sure to shred all documents that contain credit card account number.
14. **Do not give your LCC Credit Card number over the telephone.**
15. Black out LCC Card number when displayed completely on a receipt.
16. Monitor LCC Cards charges often and carefully so you will know if an unauthorized purchase has been made and report immediately.

The only person entitled to use your LCC Card is **YOU**. Do not lend the LCC Card to another person for use. If a Cardholder is absent from the office for an extended period, depending on the situation, the Supervisor may request that the limits on the LCC Card be reduced to zero and a new card issued to the employee who is assuming the responsibilities during that original employee's absence.

Beware of fraud and do not provide personal information such as your social security number, LCC Card number or any personal identification to any requester unless it is a business transaction you have initiated. If you have any interest in the product, request the caller for the name of the company, telephone number, and forward information to Purchasing.

Phishing scams: College email users continue to receive messages that appear to be sent by financial institutions, internet services or companies requesting users to update personal information. Some may also include a computer virus. These emails are fraudulent and should be deleted immediately.

Financial institutions DO NOT request information via email that requires you to follow a link to another site. By replying you could put the College and your LCC Card account at risk.

7.9 – Changes in Employment Status

Transferring to New Position

Cardholders who transfer to another department should notify Purchasing of their effective transfer date. Provide your new supervisors name, phone number, and mail code.

Whether an employee transfers to another department or leaves the College, it is every Cardholder's responsibility to turn over any receipts for outstanding purchases to their supervisor in order that the final statements can be reconciled appropriately. Supervisors are responsible to be sure that the outstanding expenses have been processed appropriately.

Employee Termination

- Before terminating employment with the College, notify the LCC Card Administrators, to cancel your LCC Card.
- Cut the old LCC Card in half and return it to Purchasing, (mail code 7130). As soon as the LCC Card is cancelled, a confirmation email will be forwarded to cardholder and supervisor.
- Confirm that the LCC Card account has been terminated before leaving the College, do not leave your card behind with anyone to cancel it for you.
- You are responsible for processing all receipts for purchases up to the point of cancellation. Turn over any receipts for outstanding purchases to your supervisor for reconciliation of your final statement.
- Supervisors are responsible to confirm any outstanding expenses have been processed appropriately.

Instructions on Card Use

7.10 – Card Usage Guidelines

The LCC Card is to be used to make small dollar supply purchases and/or travel arrangements. Generally a small dollar purchase is below \$1,000. However, some limits have been set higher to make sure that College travelers are not stranded while traveling on College business. The College's LCC Card's limits are established based on several factors including employee's purchasing responsibilities. Supervisors and Purchasing have established LCC Card limits. If you have questions regarding type of goods you are allowed to purchase, contact your Supervisor or LCC Card Administrators. The LCC Card can be utilized for the following types of expenditures:

(See Appendix B for specific goods and services list.)

Advertising/Logo items (with Marketing Department Manager's Approval). *
Conference Registration and Membership Dues.
Freight Expenses and Postage Charges.
Hosting Expenses for off campus LCC Sponsored events (i.e. Room Rental, Refreshments, AV Equipment).
On campus sponsored events must be catered through Continental Services. Continental Services is the exclusive food service provider for all catered events on campus. To view the catering menu or place an order from the Campus Dining webpage: http://cs-cateringnow.com/menu/lansing-community-college . Upon opening the link you will be required to create a new account by clicking on the "Register" link. When you have created a profile you can then login. Once logged in you will click the "Create New Order" link. Please review the information on the following page and when you are ready, click the "Begin Your Order" link. Select the items you prefer as well as the quantity and when you have selected all items, click the "Submit Final Order" button. <u>Allow a minimum of 24 business hours advance notice on orders. For questions about catering services contact Campus Dining at (517) 483-9300.</u>
Purchases made in person or via the internet through secured websites for authorized items.
Office Supplies are purchased from Office Depot or Amazon.
Repair Services – Please See Section 7.15.
Security deposit for Rental Equipment.

Purchase of small dollar Audio Visual equipment and supplies (with Media Department Approval).*

Subscriptions and Memberships.

NOTES:

1. **Equipment purchases with Dollar Value of More than \$1,000 but less than \$2,500** - All equipment purchases with a dollar value of more than \$1,000 must use the Banner requisition process. College policy states that unless a purchase is made under an existing contract, all purchases of more than \$2,500 must be executed by the Purchasing Department. This also ensures warranty information is obtained.
2. **Furniture Purchases** – Small dollar purchases on certain purchases such as seating, file cabinets, tables can be made with Purchasing approval. Please check with Purchasing if you have questions regarding proposed furniture purchases.
3. **COLLEGE VEHICLES ONLY – AND ONLY IN CASE OF EMERGENCY: Gasoline and EMERGENCY REPAIRS May Be Purchased with LCC Card.** The preferred card to use for gasoline purchases is Pacific Pride. A Pacific Pride card is located in the glove box of all College vehicles. An additional 42 cents is charged for tax for LCC Card gasoline purchases. (Contract expires 6/30/15).

***Note: Documentation must include name of person who gave approval for purchase and the date approval was received.**

4. **ITS** must be contacted whenever a department is considering the purchase of any hardware or software. While the department may not need ITS to support the hardware device, if the device is going to be connected to the network, ITS must be part of the decision (i.e. printers, scanners, etc.). For software purchases, if it is going to be installed on college owned equipment, ITS must give permission to purchase. Some departments believe that ITS support will not be required, yet when employees using the technology experience problems they contact the Help Desk. By including ITS in the purchasing decision they are aware of the devices and software utilized on campus, and if there is a growing demand, can even coordinate bulk purchases. Campus customers must have a completed Information Technology Request/Approval Form with Purchasing's approval to use LCC Card for purchase.
5. Departments will continue to order the following items using the 5 Star System. For a complete listing of Inventory Items, contact Materials Management at x1749.
 - Paper
 - Administrative Forms
 - Student Guide Book

- Konica Supplies
- Catalogs
- Bubble Sheet Forms
- Lexmark Supplies
- Schedule Books

7. Cardholders should visit the LCC Card Purchasing Program webpage at for information <https://lcc.edu/divisions-departments/financial-services/purchasing/campus-customers.html>

7.11 – Acceptable Usage for Travel Expenses

- Conference or Meeting Registrations
- Lodging Expenses
- Airfare, rail, car rental charges
- Parking tolls
- Business expenses, such as off campus business meals
- See TRAVEL AND BUSINESS RELATED EXPENSE policy for additional information.

7.12 – Making a Purchase

Before making **ALL** credit card purchases, first confirm your Supervisor's approval for the purchase and that the Vendor accepts a MasterCard credit card for purchases. When placing a credit card order, be sure to provide the vendor with the following information

1. Provide your name and that you are a Lansing Community College employee.
2. State that you wish to make a College purchase using a Lansing Community College MasterCard Credit Card and confirm that the vendor will accept the card.
3. Remind Vendor that LCC is an educational institution (may entitle a College discount).
4. **State that the College is tax exempt and give the vendor the College's tax exempt number, located on the front of the card (38-1787641).**
5. Agree to price (if not pre-established by the Purchasing Department).
6. Specify delivery instructions (Cardholder name, department, address,) see 7.14 for specific delivery address.
7. Provide Vendor with LCC Card Number and expiration date. (Located on the front of the card).
8. Instruct Vendor to include a detailed receipt in package with order.
9. Instruct Vendor not to send an invoice to College.
10. State quantities and descriptions of supplies required.
11. Furnish any other information necessary to make the purchase.
12. Verify the total cost of the purchase with Vendor.

Important: All purchases made with the LCC Card must exclude sales tax. You may need to provide the vendor with a copy of a Sales Tax Exemption form/letter.

The College is exempt from state sales tax. "Lansing Community College" is imprinted on each card, along with the College's Tax Exemption number #38-1787641. Remember to mention the College's tax exempt status when placing telephone orders. If Vendor requests copy of tax exempt certification, a copy is included in this packet, and is found at:

http://www.lcc.edu/purchasing/card_information/index.aspx.

If problems are encountered with Vendor obtaining purchase authorization and/or declining your purchase, confirm that:

- Vendor has documented credit card number and expiration date correctly.
- Check the CCV number on the back of card.
- Check the address they have for the credit card.
- Ensure you have not exceeded your authorized transaction limit/monthly limit.
- If LCC Card is still declined, contact Chase Customer Service at (800) 316-6056 **Ext. 7245**.

7.13 – Purchasing Over the Internet

The LCC Card is a good tool for purchasing supplies over the Internet. Purchases made using the internet are subject to the same policies and procedures as any other purchasing transaction at LCC. Follow these guidelines when using LCC Card on the internet:

- Confirm you are dealing with a reputable vendor.
- Confirm site is secure (padlock in one of the four corners of a secure web-site) and “https” in URL.
- Use extreme caution when providing credit card and personal information.

7.14 – Delivery Instructions

In situations where delivery is necessary, it is important to instruct the vendor to address the package to your name, department, and mail code on the packing slip or box. This will enable Receiving personnel to route the item to you without delay. Cardholders are forbidden from ordering supplies and having them shipped to an off campus location.

LCC Card orders delivered to Receiving and Inventory Department (by UPS, FedEx, USPS, Priority One, etc.) will be signed for by Receiving personnel and delivered to the person/location identified on the shipping label or packing slip. Receiving and Inventory bears no responsibility for incorrect or missing items or packages incorrectly addressed. It is important that Cardholders provide complete and accurate shipping instructions at time of order. Instruct Vendor that address label/packing label accompanying the package(s) **must** contain the following information:

For deliveries to our PO Box address:

Lansing Community College
Your Name,
P.O. Box 40010
Lansing, MI 48901-7210

For deliveries requiring a street address:

Lansing Community College
Your Name
411 N. Grand Avenue, GB Dock 1
Lansing, MI 48933

The official address for the LCC Card (Billing Address):

309 N WASHINGTON SQUARE
SUITE 203 – FINANCIAL SERVICES
LANSING MI 48933-1239

Note: Packages received without a department name or other identifiable destination will be returned unopened to the vendor.

7. 15 – Repair Process

The following information is provided to help determine when it is appropriate to use LCC Card for repairs. Program Chairs, department supervisor, or person responsible for piece of

equipment must be ALWAYS be notified in writing when any equipment leaves campus for repair.

LCC Card can be used for repair work when:

- Purchasing has given approval (via email) for an on campus small dollar repair. After confirming that vendor's repair person/employees are insured before coming on College property to perform work.
- Repair of equipment valued under \$5,000.
- Repair is considered minor or small dollar amount.

The LCC Cardholder is responsible to retain all warranty/guarantees/contract paper work for all repairs that were processed with LCC Card.

A Purchase Order is required when:

- Repairing capital equipment (Fixed Asset Inventory) (valued over \$5,000) - To provide documentation of work accomplished and/or follow-up purposes.
- Purchase Order Terms and Conditions state that the Vendor provides insurance documentation for work performed on-campus and the requirement for warranty for parts.

7.16 – Processing Receipt Documentation

Acceptable receipt documentation includes a vendor produced or non-College document that records the relevant details for each item purchased including:

- Quantities
- Amounts
- Description of what was purchased
- Total charge amount
- Vendor's name and address
- Ensure that sales tax is not charged

7.17 – Unauthorized Transactions

YOUR LCC Card **CANNOT** be used to purchase the following:

Alcoholic beverages, beer, wine, liquor	Insurance (unless rental car)
ATM/Cash advances of any type	Long-Term Rentals
Construction and Renovations	Moving Services
Consulting Services	Personal Purchases of any Type

Contract Agreements of any type that require a signature	Prescription Drugs and Controlled Substances
Contracts and Leases	Purchases involving trade of College Property
Controlled Substances	Radioactive and Hazardous Materials (unless approved by Purchasing in writing)
Donations	Reimbursement of any Type
Equipment with a dollar value of more than \$1,000	Splitting Purchases to avoid the Bid Process – several small dollar purchases made over a short period of time in lieu of combining purchases. (i.e. to avoid compliance with the competitive bid requirement of purchasing policy).
Firearms of any Type	Telephone Services (unless approved by ITS on Information Technology Request form - including cellular phones
Furniture *except for Pre-Approved small dollar purchases.	Time Payments of any Type
Gasoline for Personal Vehicle	Internal Purchases (i.e. Phil's, Marketplace, student accounts, etc.)

7.18 – LCC Card Abuse

Abuse of the LCC Card may result in revocation of your LCC Card and appropriate disciplinary action up to and including termination. Policy violations include, but not limited to:

- Purchasing items for personal use.
- Utilizing the LCC Card for unauthorized purchases.
- Failure to return the LCC Card when reassigned, terminated, or upon request.
- Failure to retain proper documentation.
- Failure to process LCC Card charges within ten (10) business days.
- Use of the LCC card to avoid or negate the other requirements of the Purchasing Policy.

Note: The LCC Card is to be used exclusively for Lansing Community College business purposes. It cannot be used for personal or non LCC purchases. Your department/division may have other specific restrictions not listed in this cardholder guide. Should you become aware of instances where College policy and procedure are not being followed, you are

required to take appropriate action. Refer to Supervisor and Cardholder Responsibilities section for further explanation.

7.19 – Violations of the LCC Card Policy

The College may take any or all of the following actions for violations of College purchasing card policies:

- Purchasing may issue a written warning to the cardholder with copies to the responsible Supervisor and Dean.
- Purchasing may suspend the LCC Card account.
- The Cardholder may be required to receive additional training before an LCC Card is reinstated.
- The College may pursue employee termination or criminal prosecution. Additionally, the College may take appropriate recovery actions permitted by law.

7.20 – LCC Card Audits

It is the responsibility of the College to monitor LCC Card usage, to insure that Cardholders are in compliance with the policies and procedures outlined in the LCC Card and Purchasing policies; and LCC Cardholder Guide that LCC Card expenses are processed in a timely manner. Cardholder expenses will be reviewed on a monthly basis by staff from the Purchasing Department to confirm adherence to internal controls and to the policies and procedures outlined in the LCC Cardholder Guide. LCC Cardholder records are also subject to review by various other internal and external auditors.

Cardholders will be contacted via email for clarification when unclear transactions appear in expense reports. If no response or the activity still appears questionable after receiving the cardholder's explanation, a follow-up letter is sent to the cardholder and copied to the appropriate supervisor.

Action may be taken against the Cardholder's LCC Card account (reduction in spending/transaction limits, or cancellation of card), depending on the severity of the instance(s) of non-compliance and the Cardholder's history of non-compliance with LCC Card policy.

To insure that Cardholders have a clear understanding of policy, and to help them to understand and correct findings, the Cardholder will be informed of audit results and of any action that might be taken against a LCC Cardholder as a result of non-compliance with policy.

Examples of issues of non-compliance:

- Use of the LCC Card for the purchase of restricted commodities
- Use of the LCC Card by an unauthorized individual (someone other than the "official" Cardholder)
- Failure to comply with LCC Card and Purchasing policies and procedures

In extreme cases, extensive investigations may be required by the College auditors and any other parties that are deemed appropriate. This can include instances where it is proven that fraud has occurred, or that the Cardholder has used the card for personal purchases that do not benefit the College. Disciplinary action, and, possibly, legal action, up to and including termination of employment and the repayment to the College of any improper charges, may be required.

Should a Cardholder disagree with an audit finding made by the LCC Card audit outcome, the Cardholder should respond with a complete and clear written explanation of the expense report in question.

LCC Card Customer Services

7.21 – Lost or Stolen Card

A lost or stolen LCC Card must be reported immediately, just as you would a personal credit card, to the Chase Customer Service (24 hours a day, 7 days/week), the Lansing Community College Card Administrators, and Police & Public Safety. With prompt notification, the lost/stolen card will be automatically suspended and protect Lansing Community College against fraudulent use. Please include details of the last LCC Card transaction when report is made to Police & Public Safety and LCC Card Administrators. This information helps identify any fraudulent purchases. Notification Process:

- Notify Chase Customer Service at (800) 316-6056 to confirm that no inappropriate charges have been made to the lost or stolen LCC Card.
- Notify Police and Public Safety at (517) 483-1800 to initiate a Police Report.
- Notify Lansing Community College Program Administrator (8:00 am – 5:00 pm, Monday – Friday) Andrew Chambliss (517) 483-1786. Please provide information on the last transaction made with the LCC Card and what was lost or stolen (card, purse, wallet, ID, etc)

7.22 – Returns, Credits, Fraudulent Charges and Disputes

The Cardholder should contact vendor for any erroneous charges, disputed items or returns. Disputed charges can result from failure to receive goods, use of the card by an individual other than the Cardholder to commit fraud, altered charges, defective merchandise, incorrect billing, duplicate charges, or credits not processed. The Cardholder should contact the vendor first to resolve any outstanding issues.

If a cardholder suspects a fraudulent charge they should contact the LCC Card Administrator and report unauthorized charge to the Fraud Department at (800) 316-6056. The LCC Card has been compromised and needs to be shut off immediately. A new card will be issued by Chase. The cardholder will need to fill out a dispute form for the fraudulent charge.

Item(s) should be returned directly to the vendor by whichever means the vendor requires. Cardholders are responsible for verifying that the proper credit is applied to the LCC Card account.

When there is a problem with an LCC Card purchased item, the Cardholder should contact the Vendor:

1. Confirm return policy.
2. Confirm approval for return (If the vendor gives you a Return Authorization Number or a name, be sure to reference this on the 5 Star Work Request Form.)
3. Confirm shipping address
4. Confirm preferred method of shipment
5. Request a credit to LCC Card account.
6. Verify credit appears in Concur Expense Reporting.
7. If item is returned due to vendor error (i.e., damaged item, wrong item received), vendor should pay for return shipping and arrange to have the item picked up and returned.
8. Returns that require mailing or shipment are initiated with a 5 Star Work Request that include:
 - a. vendor's name
 - b. address
 - c. a brief description of items being returned
 - d. reason for return
9. Receiving personnel will pick up the item(s) being returned (or you may drop off at Receiving in the Gannon Building) as well as being able to track shipment through to delivery to the vendor.

All returns are managed using this process; however, if agreement is not reached, a dispute should be initiated.

The Dispute Form is included in this packet and the completed form is emailed to the Chase Commercial Card Dispute email located at the bottom of the form. **When emailing the form you need to place the last four numbers of your LCC Card in the subject line.** A copy is also faxed to Purchasing at x5289.

A dispute must be submitted within 60 days from the initial statement date when the charge occurred. The disputed charge will be researched further by Chase. Resolution may take between 120 to 180 days. Disputed charges must be reconciled with their credit charge. Cardholder must communicate to Payables when a charge is being disputed.

7.23 – Card Expiration

LCC Cards expire every two years, on the last day of the month embossed on the front of the LCC Card (expiration date).

A College credit card will be mailed to Purchasing prior to the expiration date of your current LCC Card. New LCC Cards are activated by calling the toll-free number indicated on the card.

Purchasing will collect your old LCC Card and shred it and provide you with your new LCC Card.

7.24 – Chase Commercial Card Services Center

Cardholders can easily obtain account information about LCC Card accounts by calling (800) 316-6056. Cardholders will be requested to enter the following information:

- LCC Card Account Number
- Last 4 digits of SS#
- Date of Birth

Cardholders may request:

- Account balances
- Recent transaction activity

Before an LCC Card can be used, LCC Cardholders must call Chase Card Activation telephone number (866) 602-8170 that is shown on an easy-to-remove sticker on the front of each LCC Card. Chase will verify identity, to ensure that the caller is indeed the legitimate Cardholder by requesting the last four digits of social security number.

7.25 – Card Changes and Cancellations (Closing an Account)

Any changes or updates to a Cardholder's spending limit can be changed by filling out the Credit Limit Change Form found at <https://lcc.edu/divisions-departments/financial-services/purchasing/campus-customers.html>

Cardholders who leave the employment of Lansing Community College, either by resignation or termination, must turn in their LCC Card prior to exiting the College. The Supervisor is responsible to take the appropriate action to ensure the cancellation of the card account. Cardholders transferring to another position on campus with LCC Card responsibilities, contact the Purchasing Department.

A **merchant category code** (MCC) is a four-digit number assigned to a business By MasterCard or VISA when the business first starts accepting one of these cards as a form of payment. The MCC is used to classify the business by the type of goods or services it provides.

Merchant Category Code (MCC)	MCC Description	Name of Group: CCMODEL Exclude	Name of Group: CCSTOCK Exclude
AIRLINES			
3000-3299	AIRLINES		
4511	AIRLINES		
4582	AIRPORTS/FIELDS/TERMINALS		
AUTO DEALERS, PARTS AND SERVICES STATIONS			
5511	AUTO DEALERS/NEW AND USED		
5521	AUTO DEALERS USED ONLY		
AUTO MAINTENANCE, REPAIR, ETC.			
5013	MOTOR VEHICLE SUPPLIES		
5531	AUTO/HOME SUPPLY STORES		
5532	AUTOMOTIVE TIRE STORES		
5533	AUTOMOTIVE PARTS STORES		
5935	WRECKING SALVAGE YARDS		
7513	TRUCK/TRAILER RENTALS		
7519	MOTOR HOME/RV RENTALS		
7531	AUTO TOP/BODY REPAIR SHOPS		
7534	TIRE RETREAD/REPAIR SHOPS		
7535	AUTO PAINT SHOPS		
7538	AUTO REPAIR - NON DEALER		
7542	CAR WASHES		
7549	TOWING SERVICES		
8675	AUTO ASSOCIATIONS		
CAR RENTAL			
3300-3500	CAR RENTAL		
7512	AUTO RENTAL		
CHARITABLE ORGS, SCHOOLS			
8211	ELEMENTARY/SECONDARY SCHOOL		
8220	COLLEGES/UNIV/JC/PROFESSION		
8241	CORRESPONDENCE SCHOOLS		
8244	BUSINESS/SECRETARIAL SCHOOL		
8249	VOCATIONAL/TRADE SCHOOLS		
8299	SCHOOLS - DEFAULT		
8398	CHARITABLE/SOC SERVICE ORGS		
8651	POLITICAL ORGANIZATIONS		
8661	RELIGIOUS ORGANIZATIONS		

Merchant Category Code (MCC)	MCC Description	Name of Group: CCMModel Exclude	Name of Group: CCStock Exclude
CONTRACTED SERVICES			
0742	VETERINARY SERVICES		
0763	AGRICULTURAL CO-OPERATIVE		
0780	LANDSCAPE/HORTICULTURAL SER		
1520	GEN CONTRACTORS RESIDENTIAL		
1711	HEATING, PLUMBING, AIR COND		
1731	ELECTRICAL CONTRACTORS		
1740	MASONRY/TILE/PLASTER/INSUL		
1750	CARPENTRY		
1761	ROOFING/SIDING/SHEET METAL		
1771	CONTRACTORS - CONCRETE		
1799	SPEC CONTRACTORS		
4225	PUBLIC WAREHOUSING		
DISCOUNT STORES			
5300	WHOLESALE CLUBS		
5331	VARIETY STORES		
5399	MISC GEN MERCHANDISE		
5912	DRUG STORES & PHARMACIES	X	
5931	USED MERCHANDISE STORES		
5945	HOBBY, TOY & GAME SHOPS		
5949	FABRIC STORES		
ENTERTAINMENT			
4468	MARINAS, SERVICE & SUPPLY		
7829	MOTION PICTURE & VIDEO DISTRB		
7832	MOTION PICTURE THEATRES		
7841	VIDEO TAPE RENTAL STORES		
7911	DANCE HALLS/STUDIOS/SCHOOLS		
7922	THEATRICAL PRODUCERS		
7929	BANDS/ORCHESTRAS/ENTERTAIN		
7932	BILLIARD/POOL ESTABLISHMENT	X	X
7933	BOWLING ALLEYS		
7941	COMMERICAL/PRO SPORTS		
7991	TOURIST ATTRACTIONS AND XHB		
7992	PUBLIC GOLF COURSES		
7993	VIDEO AMUSEMENT GAME SUPPLY		
7994	VIDEO GAME ARCADES/ESTABLIS	X	X
7996	AMUSEMENT PARKS/CIRCUS		
7998	AQUARIUMS/REC SERV		
7999	AMUSEMENT/REC SERV		
8999	PROFESSIONAL SERVICES		
FLORISTS & GREETING CARDS			
5193	FLORIST & NURSERY SUPPLIES		
5947	GIFT, CARD, NOVELTY STORES		
5992	FLORISTS		

Merchant Category Code (MCC)	MCC Description	Name of Group: CCMoel Exclude	Name of Group: CCStock Exclude
FUEL			
5983	FUEL DEALERS - OIL, WOOD, COAL		
9752	GAS/AUTOMOTIVE/U.K. PETROL STATIONS-ELECTRONIC HOT FILE		
GOVERNMENT SERVICES			
9211	COURT COSTS/ALIMONY/SUPPORT	X	X
9222	FINES	X	X
9223	BAIL AND BOND PAYMENTS	X	X
9311	TAX PAYMENTS	X	X
9399	GOV'T SERVICES		
GROCERY AND CONVENIENCE STORES			
5422	FREEZER/MEAT LOCKERS		
5441	CANDY/NUT/CONFECTION STORE		
5451	DAIRY PRODUCT STORES		
5462	BAKERIES		
5921	PKG STORES/BEER/WINE/LIQUOR	X	
9751	MERCHANDISE/U.K SUPERMARKETS		
HIGH RISK INDUSTRIES			
5681	FURRIERS AND FUR SHOPS	X	X
5932	ANTIQUE SHOPS	X	X
5933	PAWN SHOPS	X	X
5937	ANTIQUE REPRODUCTIONS	X	X
5944	JEWELRY STORES	X	X
7273	DATING & ESCORT SERVICES	X	X
7297	MASSAGE PARLORS	X	X
7995	BETTING/TRACK/CASINO/LOTTO	X	X
9754	GAMBLING-HORSE RACING, DOG RACING, LOTTERIES	X	X
HOME FURNISHINGS AND IMPROVEMENTS			
5211	LUMBER/BUILD SUPPLY STORES		
5231	GLASS/PAINT/WALLPAPER STORE		
5251	HARDWARE STORES		
5261	LAWN/GARDEN SUPPLY/NURSERY		
5271	MOBILE HOME DEALERS		
5712	FURNITURE/EQUIP STORES		
5713	FLOOR COVERING STORES		
5714	DRAPERY & UPHOLSTERY STORES		
5718	FIREPLACES & ACCESSORIES		
5719	MISC HOME FURNISHING		
HOTELS			
3501-4000	HOTELS		
7011	HOTELS		
HOUSEHOLD APPLIANCES			

5722	HOUSEHOLD APPLIANCE STORES		
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Merchant Category Code (MCC)	MCC Description	Name of Group: CCMModel Exclude	Name of Group: CCStock Exclude
MAIL ORDER, CATALOG ORDER, TELEMKTG			
5960	DIRECT MARKET INSURANCE		
5962	TELEMARKETING TRAVEL-RELATED		
5963	DIRECT SELL/DOOR-TO-DOOR		
5966	OUTBOUND TELEMARKETING		
5967	INBOUND TELESERVICES		
MANUAL/ATM CASH/COURTESY CHECKS			
4829	WIRE TRANSFER - MONEY ORDER	X	X
6010	MEMBER-MANUAL CASH DISBURSEMENT	X	X
6011	MEMBER-AUTOMATED CASH DISBURSEMENT	X	X
6012	MEMBER-MERCHANDISE AND SERVICES	X	X
6022	FINANCIAL INSTITUTION (RCL INTERNAL)	X	X
6023	STATE BANKS (RCL INTERNAL)	X	X
6025	NATIONAL BANKS (RCL INTERNAL)	X	X
6026	NATIONAL BANKS NON FEDERAL (RCL INTERNAL)	X	X
6028	UNINCORPORATED PRIVATE BANKS (RCL INTERNAL)	X	X
6050	QUASI CASH - MEMBER	X	X
6051	QUASI CASH-MERCHANT	X	X
6310	INSURANCE SALES	X	X
6513	REAL ESTATE AGENTS AND MANAGERS-RENTALS	X	X
6529	REMOTE STORED VALUE LOAD - MEMBER FIN INSTITUTION	X	X
6530	REMOTE STORED VALUE LOAD - MERCHANT	X	X
6531	PAYMENT SERVICE PROVIDER	X	X
6532	PSP-MEMBER-PAYMENT TRANSACTION	X	X
6533	PSP-MERCHANT-PAYMENT TRANSACTION	X	X
6534	MONEY TRANSFER-MEMBER	X	X
6535	VALUE PURCHASE-MEMBER FINANCIAL INSTITUTIONS	X	X
6536	MONEYSSEND - INTRACOUNTRY	X	X
6537	MONEYSSEND - INTERCOUNTRY	X	X
6538	MONEYSSEND FUNDING	X	X
6539	FUNDING (EXCLUDING MONEYSSEND)	X	X

Merchant Category Code (MCC)	MCC Description	Name of Group: CCMoel Exclude	Name of Group: CCStock Exclude
6541	INJURY/CASUALTY	X	X
6542	LIFE/INJURY/CASUALTY INSURANCE AGENCY	X	X
6543	MUTUAL AID ENTERPRISE	X	X
6555	MASTERCARD INITIATED REBATE/REWARD	X	X
6611	OVERPAYMENTS	X	X
6760	SAVINGS BONDS	X	X
MEDICAL/AMBULANCE			
4119	AMBULANCE SERVICE		
5047	MEDICAL EQUIPMENT & SUPPLIES		
8011	DOCTORS		
8021	DENTISTS/ORTHODONTIST		
8031	OSTEOPATHS		
8041	CHIROPRACTORS		
8042	OPTOMETRISTS/OPHTHALMOLOGIST		
8043	OPTICIANS		
8044	OPTICAL GOODS & GLASSES		
8049	CHIROPODISTS PODIATRISTS		
8050	NURSING/PERSONAL CARE FAC		
8062	HOSPITALS		
8071	MEDICAL/DENTAL LABS		
8099	MED/HEALTH SERVICES		
MEDIUM RISK INDUSTRIES			
5044	PHOTOGRAPH, PHOTOCOPY EQUIPT		
5045	COMPUTERS, PERIPHERALS		
5094	PRECIOUS STONES & METALS	X	X
5111	STATIONERY, OFFICE SUPPLIES		
5200	HOME SUPPLY WAREHOUSE STORE	X	
5299	WAREHOUSE CLUB GAS		
5310	DISCOUNT STORES		
5311	DEPARTMENT STORES	X	
5411	GROCERY STORES	X	
5499	MISC FOOD STORES		
5611	MEN/BOYS CLOTHING/ACC STORE		
5621	WOMENS READY TO WEAR STORES		
5631	WOMENS ACCESS/SPECIALTY		
5641	CHILDREN/INFANTS WEAR STORE		
5651	FAMILY CLOTHING STORES	X	
5655	SPORTS/RIDING APPAREL STORE		
5661	SHOE STORES		
5691	MENS/WOMENS CLOTHING STORES		
5699	MISC APPAREL/ACCESS SHOPS		

Merchant Category Code (MCC)	MCC Description	Name of Group: CCMModel Exclude	Name of Group: CCStock Exclude
5732	RADIO TV & STEREO STORES	X	
5733	MUSIC STORES/PIANOS		
5734	COMPUTER SOFTWARE/RECORD STORES	X	
5735	RECORD SHOPS	X	
5941	SPORTING GOODS STORES	X	
5943	STATIONERY STORES		
5946	CAMERA & PHOTO SUPPLY STORE		
5964	CATALOG MERCHANT		
5965	COMBINATION MAIL/RETAIL		
5969	OTHER DIRECT MARKETERS		
5972	STAMP & COIN STORES	X	X
5999	MISC SPECIALITY RETAIL	X	
7298	HEALTH & BEAUTY SPAS		
7299	MISC PERSONAL SERV		
7379	COMPUTER REPAIR & OTHR SVCS		
7622	RADIO/TV/STEREO REPAIR SHOP		
7629	SMALL APPLIANCE REPAIR		
7631	WATCH/CLOCK/JEWELRY REPAIR	X	X
MEMBERSHIPS, ETC.			
7997	MEMBER CLUBS/SPORT/REC/GOLF		
8641	CIVIC/SOCIAL/FRATERNAL ASSC		
8699	MEMBER ORGANIZATIONS		
MISC. AND SPECIALTY RETAIL I			
5309	DUTY-FREE STORES		
5948	LUGGAGE/LEATHER STORES		
5950	GLASSWARE/CRYSTAL STORES		
5970	ARTIST/CRAFT STORES		
5971	ART DEALERS & GALLERIES	X	X
5973	RELIGIOUS GOODS STORES		
5975	HEARING AID/SALES/SERVICE		
5976	ORTHOPEDIC GOODS		
5978	TYPEWRITER/SALES/SERVICE		
5993	CIGAR STORES/STANDS		
5994	NEWS DEALERS/NEWSTANDS		
5995	PET STORES/FOOD & SUPPLY		
5996	SWIMMING POOLS/SALES/SERV		
5997	ELEC RAZOR STORES/SALE/SERV		
5998	TENT AND AWNING SHOPS		

Merchant Category Code (MCC)	MCC Description	Name of Group: CCMModel Exclude	Name of Group: CCStock Exclude
MISC. BUSINESS SERVICES			
7322	DEBT COLLECTION AGENCY		
2741	MISC PUBLISH AND PRINT		
2791	TYPESETTING, PLATE MAKING		
2842	SPECIALTY CLEANING SANITATION		
7311	ADVERTISING SERVICES		
7321	CONSUMER CR REPORTING AGEN		
7333	COMMERCIAL PHOTO/ART/GRAPH		
7339	STENOGRAPHIC SERVICES		
7342	DISINFECT/EXTERMINATE SERV		
7349	CLEAN/MAINT/JANITORAL SERV		
7361	EMPLOYMENT/TEMP HELP AGEN		
7372	COMPUTER & D.P. SERVICES		
7375	INFORMATION RETRIEVAL SVCS		
7392	MGMT/CONSULT/PUBLIC REL SER		
7393	DETECTIVE/PROTECTIVE AGEN		
MISC. FINANCIAL SERVICES			
6211	SECURITIES BROKERS/DEALERS	X	X
6300	INSURANCE SALES, UNDERWRITING, AND PREMIUMS	X	X
6381	INSURANCE PREMIUMS	X	X
6399	INSURANCE CARRIERS NOT ELSEWHERE CLASSIFIED	X	X
MISC. NON T&E			
4215	COURIER SERVICES		
5192	BOOKS, PERIODICALS, NEWSPAPER		
5942	BOOK STORES		
5968	SUBSCRIPTION MERCHANT		
5977	COSMETIC STORES		
9402	POSTAGE STAMPS		
MISC. REPAIR SERVICES			
7623	AIR COND/REFRIG REPAIR SHOP		
7641	REUPHOLSTERY/REFINISH		
7692	WELDING		
7699	MISC REPAIR SERVICES		
MISC. SERVICE PROVIDERS			
7012	TIMESHARES	X	X
7032	SPORT/RECREATIONAL CAMPS	X	X
7033	TRAILER PARKS/CAMP SITES		
7217	CARPET/UPHOLSTERY CLEANING		
7221	PHOTO STUDIOS - PORTRAITS		
7261	FUNERAL SERVICE/CREMATORIES	X	X

Merchant Category Code (MCC)	MCC Description	Name of Group: CCMModel Exclude	Name of Group: CCStock Exclude
7276	TAX PREPARATION SERVICE		
7277	COUNSELING SERVICE - ALL	X	X
7278	BUYING/SHOPPING SERVICES		
8351	CHILD DAY CARE SERVICES		
8734	TESTING LABS (NON-MEDICAL)		
MISC. SERVICES			
7332	BLUEPRINT AND PHOTOCOPY SERVICE		
5697	TAILOR/SEAMSTRESS/ALTERATIONS		
5698	WIG AND TOUPEE STORES		
7210	LAUNDRY/CLEANING/GARMENT SV		
7211	LAUNDRIES-FAMILY/COMMERCIAL		
7216	DRY CLEANERS		
7230	BARBER/BEAUTY SHOPS		
7251	SHOE REPAIR/SHINE/HAT CLEAN		
7296	CLOTHING/RENT/COSTUME/UNIFO		
7338	QUICK COPY/REPRO SERVICES		
7394	EQUIP/FURN RENT/LEASE SERV		
7395	PHOTOFINISH LABS/DEV		
7399	BUSINESS SERVICES		
OTHER TRANSPORTATION DEALERS			
5551	BOAT DEALERS		
5561	TRAILER CAMPER DEALERS		
5571	MOTORCYCLE DEALERS		
5592	MOTOR HOME DEALERS		
5598	SNOWMOBILE DEALERS		
5599	MISC AUTO DEALERS		
5940	BICYCLE SHOPS/SALES/SERVICE		
OTHER TRANSPORTATION PROVIDERS			
4214	MOTOR FREIGHT CARRIERS		
OTHER TRAVEL			
7511	TRUCK STOPS		
4011	RAILROADS		
4111	LOCAL COMMUTER TRANSPORT		
4112	PASSENGER RAIL		
4121	TAXICABS/LIMOUSINES		
4131	BUS LINES/CHARTER/TOUR		
4411	STEAMSHIP/CRUISE LINES		
4457	BOAT RENTALS & LEASES		
4784	TOLL AND BRIDGE FEES		
5541	SERVICE STATIONS		
5542	AUTOMATED GAS DISPENSERS		
5811	CATERERS		
7523	AUTO PARKING LOTS/GARAGES		

7524	EXPRESS PARKING LOTS/GARAGES		
Merchant Category Code (MCC)	MCC Description	Name of Group: CCMModel Exclude	Name of Group: CCStock Exclude
PROFESSIONAL SERVICES			
8111	LEGAL SERVICES ATTORNEYS		
8911	ARCHITECTURAL/ENG/SURVEY		
8931	ACCOUNTANTS/AUDITORS/BOOKPR		
RESTAURANTS			
5812	RESTAURANTS		
5813	BARS/TAVERNS/LOUNGES/DISCOS	X	
5814	FAST FOOD RESTAURANTS		
TELECOMM SERVICES AND UTILITIES			
4899	CABLE TV SERVICES		
4900	UTILITIES/ELEC/GAS/H2O/SANITATI ON		
TELECOMMUNICATIONS			
4812	PHONE SERV/EQUIP NON-UTIL		
4814	PHONE SERV/EQUIP UTILITY		
4816	ELECTRONIC COMMERCE / INFO		
4821	TELEGRAPH SERVICES		
TRAVEL AGENCIES/SERVICES			
4722	TRAVEL AGENCIES		
4723	OTHER TRAVEL/PKG TOUR OPERATORS - GERMANY ONLY		
4789	TRAVEL SERVICE		
WHOLESALE TRADE			
5021	COMMERCIAL FURNITURE		
5039	CONSTRUCTION MATERIALS - OTHR		
5046	COMMERCIAL EQUIPMENT - OTHER		
5051	METAL SERVICE CENTERS AND OFFICES		
5065	ELECTRICAL PARTS & EQUIPMENT		
5072	HARDWARE EQUIPMENT & SUPPLIES		
5074	PLUMBING & HEATING EQUIPMENT		
5085	INDUSTRIAL SUPPLIES - OTHER		
5099	DURABLE GOODS - OTHER		
5122	DRUGS, DRUGGIST SUNDRIES		
5131	PIECE GOODS NOTIONS DRY GDS		
5137	COMMERCIAL CLOTHING		
5139	COMMERCIAL FOOTWEAR		
5169	CHEMICALS & ALLIED PDCTS OTHR		
5172	PETROLEUM PRODUCTS		
5198	PAINTS, VARNISHES & SUPPLIES		
5199	NONDURABLE GOODS - OTHER		

**AGREEMENT TO ACCEPT THE CHASE
A.K.A. LCC CARD**

Lansing Community College is pleased to present you with the Chase Purchasing and Travel Card referred to as the LCC Card. This LCC Card represents Lansing Community College's trust in you and your empowerment as a responsible agent to safeguard and protect the College's assets. I _____
Name
hereby acknowledge receipt of a Chase Commercial Card for Business, _____
Last four digits of credit card
and _____.
Expiration date

I agree to use this card for Lansing Community College approved travel and purchases only, and agree **not to charge personal purchases** or unapproved items. I understand that Lansing Community College will audit the use of this card and report any discrepancies. **All charges must be approved by my supervisor prior to making the charge.**

I understand that improper use of this card may result in disciplinary action up to and including termination. Furthermore, Lansing Community College may terminate my right to use this card at any time for any reason. I will review and process my credit card transactions in the Concur Expense System in accordance with the guidelines provided in the Statement Review and Verification section of the Cardholder Guide. If the card becomes lost or there are unauthorized charges, I will call Commercial Card Services at 1-800-316-6056.

I understand that I am responsible for any charges resulting from improper or personal use of this card, and that I will be required to remit the amount of those charges to Lansing Community College within 30 days. Failure to remit payment to Lansing Community College within 30 days will result in an automatic payroll deduction being initiated to recover the funds owed Lansing Community College.

The LCC Card will be renewed automatically unless notified by the Cardholder or Cardholder's supervisor to discontinue the LCC Card account. I agree to return the card to Lansing Community College immediately upon request or upon termination of employment.

Cardholder accounts are subject to periodic internal control reviews and audits designed to protect the interests of Lansing Community College. By accepting the Card, the Cardholder agrees to comply with these reviews and audits. The Cardholder may be asked to produce the Card to validate its existence and produce statements and receipts to verify appropriate use.

Parameters and procedures related to the Commercial Card Program may be updated or changed at any time. Lansing Community College will promptly notify all Cardholders of these changes. The Cardholder agrees to and will be responsible for the execution of any program changes.

My signature signifies that I have attended the required Concur Expense Training, received the LCC Card training documentation, and have read and understand the LCC Card Purchasing Card Policy. I understand that cardholders are not to share their card information with other employees and that I am responsible for the proper use and safe keeping of the LCC Card assigned to me. As an Authorized LCC Cardholder, I have read, understand, and agree to comply with the terms and conditions of this Agreement and the Cardholder Guide. I agree to process my expenses in Concur within the stated timelines or the LCC Card will be deactivated.

Cardholder Signature: _____

Print Name: _____

Date Received: _____ Work Phone: _____

CC Model

CC Stock

(\$1,000 per Transaction/\$2,500 Monthly Limit)

(\$2,500 per Transaction/\$2,500 Monthly Limit)

Other limits: _____

Supervisor: _____ Mail Code: _____