

OVERVIEW

The purpose of this policy is to set forth the Medical Center's guidelines regarding the issuance and use of the American Express Corporate Card.

The Corporate Card is an American Express (hereafter, AMEX) credit card designed specifically to facilitate small purchases of business-purpose items for Medical Center executives.

The American Express Corporate Card cardholder is ultimately liable for the debt, although the Medical Center pays the business-purpose expenditures claimed when proper documentation is submitted timely.

CARDHOLDER

Cardholders are Medical Center executives who, at conversion, held the P-Card. Executives that desire a AMEX Corporate Card must contact the Program Administrator (Glenda Sandoval@ 212.731.3544) to request an application/cardholder agreement. Cardholder agreements are reviewed and approved by either the Dean of Operations or the Chief Financial Officer.

AUTHORIZED USERS

Only the Cardholder may use the Card.

CHARGES

The Corporate Card is provided to Medical Center executives to facilitate the purchase of small-dollar, non-capital goods and services according to the Medical Center's procurement, travel and Sponsored Programs grant management policies and

procedures. The relevant policies and procedures are listed below.

Policies:

Purchasing Policy:

<http://www.mssm.edu/about-us/services-and-resources/finance/purchasing>

Travel:

http://www.mssm.edu/finance/grant_restricted_funds/pdf/115e.pdf

Unallowable Expenses:

<http://www.mssm.edu/about-us/services-and-resources/finance/purchasing>

- **Pharmaceutical, Medical supply, lab supply and medical device items must** be purchased through the normal Medical Center procurement process through your respective purchasing department representative. Procurement of these items using the American Express Corporate card or a personal credit card is unallowable and will not be reimbursed. This policy is to be followed without exception.
- Gift Cards are not to be purchased on the corporate card
Capital Equipment is not to be purchased on the corporate card.
- Airfare – employee travel must be arranged through Axiom. All other travel related expenses should be reimbursed via the Travel Voucher process or employee reimbursement via SinaiCentral.

- Hotels – Non Employee rooms should be arranged via the Mount Sinai Guest Services Department.

Unallowable Expenses (Grants/Contracts):
http://www.mssm.edu/finance/grant_restricted_funds/pdf/173.pdf

In addition to the items noted in the policies above, **Alcohol purchases on the Corporate Card must follow the guidelines below:**

- Alcohol – Serving alcohol on campus, other than at a controlled venue coordinated by Mount Sinai Food Services, is prohibited. Alcohol cannot be charged to a grant/contract. Also, the Compliance Department’s code of conduct regarding the consumption of alcohol on MSMC premises must be observed.
- Alcohol cannot be purchased on the card and served on Mount Sinai premises. Furthermore, the card may not be used to purchase alcohol for a Mount Sinai function in one’s home or to purchase alcohol that will be served by an outside vendor.
- In addition, any alcohol that is served at campus events must be purchased through Mount Sinai Food Services and served by Mount Sinai Food Services.
- Any alcohol purchased for bona fide Mount Sinai business meals must be reasonable, appropriately priced and in modest amounts.

The following items must be purchased from a list of approved vendors (available from the Purchasing Department):

- Car service.
- Catering/food service (over \$1,000).
- Gifts (limit - \$75 under IRS guidelines).

Celebratory events and gifts including gift cards to honor an individual for personal reasons other than sympathy (e.g., wedding, baby shower, housewarming, etc.) may **not** be charged. Purchase of tobacco is prohibited. These charges will not be reimbursed.

STARK NON-MONETARY COMPENSATION LAW

- This federal law provides strict guidance in the value of goods or services that Mount Sinai can provide to an outside physician or voluntary faculty (non-Mount Sinai employees). The 2012 annual limit allowable under this law is no greater than \$373.

- Any goods or services provided to these persons including gift items, education programs, entertainment such as dinners, theater or game tickets, events, activities and others procured or paid for using the AMEX Corporate Card or via Check Request must be reported to the Office of Corporate Compliance for proper monitoring, and to ensure annual limits are not exceeded.
http://intranet1.mountsinai.org/compliance/corporate_compliance.asp

PAYMENT PROCESS

AMEX sends Cardholders a monthly statement of charges to their home or business address. At about the same time, Accounts Payable provides the Cardholder a 'Summary of Charges' worksheet (hereafter, the 'worksheet') via office email. Within ten (10) days of receipt, the Cardholder completes the worksheet, as described below. The Medical Center pays AMEX for the business-purpose items, as adjusted, per the worksheet. Business-purpose charges are only paid if they are supported by acceptable expenditure documentation. (See below.)

'SUMMARY OF CHARGES' WORKSHEET

AMEX

On or about the first of every month, the Cardholder will receive an Excel worksheet from Accounts Payable / Finance that lists the transactions/charges put on the Corporate Card by the Cardholder during the prior month. (This listing of transactions/charges corresponds to the hardcopy bill sent by AMEX to the Cardholder's home or Business address.) The Cardholder must complete this worksheet, as follows, and return it to Accounts Payable/ with the appropriate expenditure documentation.

Business Purpose Confirmation

AMEX

For every transaction listed, the Cardholder must confirm that the expenditure is 'business-purpose' by entering an 'X' in the 'Business' field. The worksheet automatically aggregates the business-purpose expenditures, net of adjustments (see below), in the summary section at the top of the worksheet.

Adjustments

Adjustments are made to the AMEX 'Billing Amount', by either the Cardholder or Accounts payable, when:

- *The 'Billing Amount' includes a portion of non-business-purpose expenditures*
- *Sales taxes have been paid/charged*
- *Sufficient documentation has not been provided to Accounts Payable.*
- *The transaction is not, in fact, 'business-purpose'.*

Account/Fund Number

A valid account/fund number must be provided for each charge/transaction. (Failure to provide a valid account/fund number may result in non-payment of the charge by the Medical Center and, therefore, become a Cardholder liability.)

Sub-Account

Each charge/transaction must be categorized by expenditure type with the use of a 'sub-account'. The worksheet includes a 'drop-down' of the most typical sub-accounts used for Corporate Card purchases. However, any valid sub-account may be used. A list of the valid sub-accounts can be found at:

http://www.mssm.edu/finance/pdf/sect_iv_account_subcode.pdf

Statement of Business-Purpose

For every charge/transaction listed on the worksheet, **the Cardholder must write an enhanced explanation describing the business-purpose of the transaction.** Accounts Payable will evaluate these statements for reasonableness, and may adjust the billing amount if the business-purpose is not clearly stated and if the transaction is an unallowable charge. Transactions that are not compliant with the policy will result in a disallowance and the individual cardholder will be billed and thus liable for payment to American Express.

Payment Summary (Heading)

The worksheet is designed to automatically summarize the expenditures as:

Business Total, and
Non-Reimbursable Total

The Medical Center will pay the ‘Business Total’; the Cardholder is liable for the ‘Non-Reimbursable Total’.

EXPENDITURE DOCUMENTATION

All expenditures must be supported by documentation, which generally includes:

An original, vendor-issued itemized receipt
Statement of Business Purpose

For Meals, the documentation must include the Names, Titles and Affiliations of the individuals present

Amount
Valid Account/Subaccount.

For Example:

Airline or Rail Transportation – (Recruits & Non Employees Only) Receipts (including, E-ticket printouts) and Boarding Passes.

Ground Transportation – Car or Taxi Receipts, Toll Receipts
Hotel – Itemized bill.

Meals – Itemized receipts and a **complete list of attendees**

Other – Vendor Receipts.

NOTE: Travel expenditures cannot be reimbursed on both the AMEX ‘Summary of Charges’ and the Travel Voucher. The expenditure must be claimed on only one of the transactions. Travel expenditures must be made in accordance with the Medical Center’s Travel Policy.

SUBMITTING FOR PAYMENT AMEX

The completed worksheet is printed-out by the Cardholder and sent with the scanned receipts via email to the Program Administrator, Glenda Sandoval. Accounts Payable will contact the Cardholder to review/discuss, as necessary.

LOST or STOLEN CARDS

Report lost or stolen cards *immediately* to the Program Administrator AMEX (Glenda Sandoval @ 212.731.3544

ADHERENCE TO POLICY AND PROCEDURES

Failure to adhere to the policies and procedures stated herein may result in revocation of the card and/or other sanctions as per the Medical Center’s Human Resource policies.

- Please sign below to confirm that you have read and understand the policies and procedures.

- If you have any further questions regarding the AMEX Card or need clarifications you may call Glenda Sandoval at 212-731-3544.

■ _____
Cardholder Signature Print Name

■ _____
Date Cardholder Dept

[PDF to Word](#)