

Smart & Final Credit Card Use Procedure

The MVC Business Services Office has been issued two credit cards for use by college staff for business-related purchases. The process below must be followed:

1. Contact the Administrative Assistant at least one day in advance to reserve the card.
2. You must have an open PO for Smart & Final on file for your program that has an available balance. Galaxy will be checked.
3. Pick the card up from the Business Services Office at the agreed upon time on the day you plan to shop.
4. Return the card to Business Services immediately after shopping.
5. When you return the card, please provide a *copy* of the invoice for your purchase.
6. Submit the *original* invoice to your supervisor for approval.
7. Send the approved invoice to accounts payable.
8. Accounts payable will process payment to Smart and Final.

Business Services 09/14/15