

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 5-1

3 August 2009

**CHARGING PRIVILEGES**

**1. PURPOSE**

The Citadel permits authorized personnel to make purchases and charge the purchase to an individual's "customer account." The purpose of this Memorandum is to establish policy and procedure by which individuals may utilize this privilege.

**2. REFERENCE**

S.C. Code Ann. § 25-1-520

**3. POLICY**

**A. AUTHORIZED CHARGERS:**

Those authorized to use the charging privilege are:

- 1) Covered faculty and staff.
- 2) Adjunct faculty members assigned for a period of one semester or more.
- 3) ROTC staff assigned to The Citadel.
- 4) Citadel retirees.
- 5) Members of the Board of Visitors.
- 6) Spouses of individuals identifies above.
- 7) Employees of The Citadel Foundation.

NOTE: Temporary staff, *i.e.* graduate assistants, research assistants, etc., are not authorized to charge.

**B. ESTABLISHMENT OF CHARGING PRIVILEGE:**

Those authorized to charge on campus initiate that privilege by:

- 1) For employees: Signing a form permitting the college to deduct from their final paycheck, any unpaid amount at the time of

their separation from the college. This form will be available during orientation conducted by the Human Resources Department. (See Employee Form: [http://www.citadel.edu/hr/forms/emp\\_id\\_frm.pdf](http://www.citadel.edu/hr/forms/emp_id_frm.pdf))

2) For non-employees: Sign non-employee form [http://www.citadel.edu/hr/forms/non\\_emp\\_id\\_frm.pdf](http://www.citadel.edu/hr/forms/non_emp_id_frm.pdf)

**C. RESPONSIBILITIES:**

1) A customer may only charge by providing the ID card to the activity where the goods or services are being provided. The ID card must be readable by the college's automated Point of Sale (POS) system. It is the responsibility of the cardholder to have the card present whenever desiring to make a charge. If the card is unreadable, the person may still charge the purchase, but is responsible for obtaining a replacement card.

2) The ID card must be presented each time a charge is made. A charge will not be accepted without the card. The ID cardholder will be charged the appropriate fee for the replacement of lost or damaged cards.

**4. COMPLIANCE**

Failure to comply with this policy may result in revocation of the charging privilege, disciplinary action, or both.

**5. NOTES**

**A. Dates of official enactment and amendments:**

Approved by the Director of Citadel Staff on 3 August 2009

**B. Responsible Department:**

Financial Services

**C. Responsible Official:**

Director of Financial Services

**D. Cross References**

None

**6. RESCISSION**

Memorandum No. 3, dated 14 July 2008, is rescinded.

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ  
Colonel, USA, Retired  
Director of The Citadel Staff