

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section III - Business/Financial

SUBJECT: GEM PAY AGREEMENTS BY RETAIL VENDORS

REVIEWERS: Dean of *Administrative and Financial Services*
SGA Advisor(s)

I. POLICY

As a method of ensuring the integrity of retail operations at the college, vendors using the employee badge for charging (GEM Pay) will follow all relevant CHS policies and practices. This will be verified annually via signed agreements which are subject to audit.

II. PROCEDURE

A. To verify that a vendor is aware of using CHS practices, he/she will:

1. Provide for CCHS the Vendor GEM Pay Agreement copy which is signed and on file at another CHS location. If using this option, the vendor will mark through the other facility listed and write "CCHS" on the top line to verify compliance with the stated practices for all GEM Pay sales conducted at CCHS - or -
2. Sign a new Vendor GEM Pay Agreement, listing "CCHS" on the top line, to indicate compliance with the stated expectations.

B. No vendor may conduct a GEM Pay-assisted sale unless a signed agreement is on file at the college.

C. A file of GEM Pay agreements will be kept in the college's business office*.

D. Annually, upon request by CHS Corporate Payroll, the president or her designee will verify that all vendors who have conducted GEM Pay-assisted sales in the last year have a signed GEM-Pay Agreement on file. The file is also subject to auditing at any time by CHS Corporate Payroll, the dean of *administrative and financial services* or the president.

E. The GEM Pay Agreements by Retail Vendors policy and procedure will be reviewed bi-annually.

III. APPROVAL(S)

Name: _____ Title: President Date: _____

* Responsibility should be of SGA Advisor to obtain agreements but should be kept with other finance documents.