

Big Bend Community Based Care Policy & Procedure

Series: 1300: Financial Management

Policy Name: Credit Cards

Policy Number: 1321

Origination Date: 01/29/2009

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Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to maintain a credit card account to pay for or reserve travel and other expenditures when the other methods of payment are not acceptable to the vendor.

Procedure

- A. Credit card account(s) are to be established, changed and managed by the Chief Executive Officer (CEO) or their designee.
- B. The agency maintains a single credit card that is secured in the Chief Financial Officer's (CFO's) locked file cabinet.
- C. The use of the credit card requires and is limited to an authorized Purchase Order (PO). Only the CFO, Director of Finance and Accounting and designated Accountant have access to the credit card account information. Each individual transaction may not exceed Five Thousand Dollars (\$5,000.00) without additional approval from either the CEO, the Chief Operations Officer (COO) or the CFO.
- D. Each credit card charge will be supported by a purchase order and supporting documentation and is retained to reconcile with the monthly card statement.
- E. **Use of Corporate Credits Cards.**
 1. Credit Cards cannot be used:
 - a. To obtain cash advances.
 - b. For expenses other than those incurred for the program and its operations.
 2. Credit Cards are to be used only for official agency business expenditures, not personal expenses. Charging personal transactions to Corporate Cards is not acceptable under any circumstance. Through the authorized PO procedure in *Section C.*, above, credit card transactions are scrutinized to ensure compliance with this Policy.
 3. Breaching of this Policy can lead to disciplinary action against the team member up to and including termination. In all cases of misuse, the agency reserves the right to recover any monies from the identified team member.
 4. Credit cards may not be used to obtain cash advances from banks, building societies, credit unions or automatic teller machines.
 5. Transactional evidence must be retained to support all charges. An acceptable receipt for reimbursements of claimable business expenses on the Credit Card is an original receipt.
 6. Reimbursement for the return of goods and/or services must be credited directly to the specific card

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account.

7. In the event that the agency card is misplaced or stolen or the account number is believed to be compromised, it must be reported to the Accounting Department for the card to be cancelled immediately.
8. Employees using the Corporate Credit Card are in a position of trust in regard to use of public funds. Improper or unauthorized use of the card may result in the Cardholder being held liable for expenditures, legal/disciplinary action being brought against the team member, and/or termination from the agency.
9. The CFO or their designee is required to verify all transactions each month and ensure the transactions are business related and the team member has supplied supporting documentation. Any unusual transactions must be followed up with the team member immediately. Suspected breaches of policy must be referred to the CFO without exception.