

Credit Cards



Policy #	FIN-12	Date Created	May 2001
Authority	MANAGEMENT	Date of Last Review	September 2018

POLICY:

The Executive Director authorizes credit cards to facilitate spending, primarily for travel, office supplies and meeting costs.

Credit cards are to be paid in full monthly to avoid interest charges.

PROCEDURE:

1. The cards are to be used for authorized business purposes only.
2. The Executive Director, Director of Programs and Services, Administrative Assistant and one Community Health Worker are the cardholders, and the only ones authorized and responsible for the use of the card.
3. The sales receipts must be saved and submitted with expense reports. The Executive Director's expense reports being approved by the Chair of the Board.
4. The Manager of Administration will investigate if any invoice cannot be matched with appropriate sales slips
5. **Card Limits shall be set at**
 1. Executive Director \$3,000.00
 2. Director of Programs and Services \$3,000.00
 3. Administrative Assistant \$8,000.00
 4. Community Health Worker \$1,000.00
6. The cardholder can neither approve the credit card statement, or change the limit without approval.