

Credit Card Policy

Date adopted by the Board of Directors - _____

Every organization that utilizes corporate credit cards for purchases should document sound policies and procedures with respect the use of the cards.

Policies and procedures are as follows:

Which employees are entitled to be issued a card or permitted to have access to a card.

A statement that individual cardholders are in a position of trust regarding the use of organizational funds.

Whether individual holders of corporate credit cards should be required to submit to a credit check by the organization prior to the use of the card, and whether periodic credit reports may be obtained as a condition of continuing to use a card.

An explanation that the card is to be issued only for legitimate business purpose and a description, if applicable, of those purposes (such as, to purchase classroom supplies, for out-of-town business travel, etc.)

A statement that the card shall never be used for personal purposes or to obtain cash advances, even if on behalf of the organization.

The requirement for the cardholder to provide, where applicable, each vendor with a copy of the organization's sales tax exemption certificate.

A statement that individual cardholders are to exercise proper care in maintaining physical custody of the credit card in their possession (secure from loss or theft)

An explanation of the procedures to be followed if a corporate credit card is lost or stole. (i.e., notify the bank as well as the designated organization officer)

Specified expenditure limits on individual cards and/or on certain types of transactions (for example, the card may be used to purchase classroom supplies not to exceed \$500)

An explanation of which types or amounts of expenditures require prior approval before being charged on a corporate credit card, and who is authorized to approve these purchases.

A policy requiring cardholders to review each and every charge on the monthly credit card statements for propriety and to submit all required supporting documentation on a timely basis (in order to allow for the organization's payment of the balance by the stated due date)

As part of the preceding policy, a requirement that each individual cardholder report disputed transactions as soon as possible.

A description of the procedures, if any, for requesting increases in credit limits

An acknowledgement that violation of the organization's policies governing use of the corporate credit card constitutes a violation of its code of conduct and represents ground for revocation of the credit card, as well as termination of employment, and if applicable, criminal prosecution.

In addition, key terms of the organization's agreement with the credit card company should be considered for inclusion in the organization's credit card policy statement.

Card received by: _____ -

Date: _____