# Business Credit Card Usage

This policy provides guidance and general procedures to help manage the use of <<Organization Name>> corporate credit cards. The credit card should be used instead of a personal credit card for <<Organization Name>> business transactions.

Any and all points as well as rewards that may accumulate from using the corporate credit card will be used at the discretion of the <<Organization Name>> senior level administration.

# Cardholder Responsibilities:

As a <<Organization Name>> corporate credit card holder, individuals are expected to prudently use this card for <<Organization Name>> business transactions only, within the budgetary parameters of the school/department. Individuals should present <<Organization Name>> tax exempt certificate at the time of a purchase to avoid any sales tax charges. Personal expenses are not permitted on the <<Organization Name>> corporate credit cards.

As a corporate credit card user for <<Organization Name>>, the employee must request and keep all receipts when using the credit card, regardless of the amount of the transaction.

# Receipts:

Upon completion of the corporate credit card transactions, review the receipts for accuracy, code them with the proper budget account number, initial and date each receipt. Receipts should be attached and forwarded with the monthly statements to the <<Organization Name>> Finance Office.

Credit card users will reimburse <<Organization Name>> for:

1. Any personal charge that is not related to business, with or without a receipt; and
2. Any business related charge that does not have a receipt or invoice on the statement.

# Monthly Statements:

Each month you will receive a credit card statement. At that point, receipts should be reconciled with the bill, attached to the bill, approved for payment as indicated by the cardholder's signature and forwarded to the finance office within five calendar days of its receipt.

# Lost, Stolen or Fraudulent Use of the Card:

If the corporate credit card is lost, stolen or used fraudulently, please immediately contact both Cardholder Services and the <<Organization Name>> Finance office.

# Organizational Discretion

<<Organization Name>> maintains a record of its corporate credit card users. The organization reserves the right to manage and monitor the use of its corporate credit card among its employees. The extent of individuals' access to the corporate credit card will be determined by the organization's needs and authorized by the Pastor / Parish Administrator / Parish Director. An individual's corporate credit card use can be restricted or withdrawn at any time. Personal or unauthorized expenses incurred must be immediately repaid by the cardholder. Unauthorized, excessive and/or illegal use of the <<Organization Name>> corporate credit card may result in disciplinary action, up to and including termination of employment.

Acknowledgement: I have received, reviewed and understand the corporate credit card use policy of <<Organization Name>>.

Employee/user signature Employee/user printed name

Date