

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Credit Card Usage & CEO's Expense Reimbursement	Policy #: 3.27
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3.27 Credit Card Usage & CEO's Expense Reimbursement

Policy: GSHWC will maintain a credit card in the name of the CEO, and other authorized staff members. These cards are solely for use in GSHWC-related business expenses. CEO expenses must be reviewed at least quarterly by a board member or the finance committee.

Purpose: To protect the health center against abuse of credit cards usage and maintain accountability for CEO reimbursements.

Procedures:

An individual who is assigned a GSHWC credit card has been granted the privilege to spend GSHWC funds for business related expenses in accordance with the purchasing policy. GSHWC credit cards must never be used for any personal expenses. Failure to use GSHWC credit cards in compliance with this policy or failure to provide sufficient documentation of transactions will result in the termination of credit card privileges and possible disciplinary action.

Adherence to this policy allows accountability and audit ability of purchases.

Credit card usage is intended to pay for certain items such as transportation to non-local seminars and conferences, payment for accommodations at seminars and conferences, meeting expenses outside of GSHWC and other similar items. At no time may an employee who is in possession of an organization issued credit card use this card for purchases intended for personal use.

The materials management department is authorized to make purchases with the credit card in accordance with the purchasing policy.

When authorized charges are incurred on the credit card, the purchaser provides the original receipt to the CEO along with the original invoice (if applicable) and explanation of business purpose. The credit card statement is reconciled monthly by the CEO attaching source documentation for all charges. The credit card statement and reconciliation will be reviewed and approved monthly by the CFO.

CEO credit card charges and all expense reimbursements made directly to the CEO will be reviewed at least quarterly by the finance committee or a board member.