

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA143

NAME: CREDIT CARD POLICY

INITIAL APPROVAL DATE:	10/31/2017	BY: Sanilac CMH Board
(LAST) REVISION DATE:	11/30/2023	BY: CFO
(LAST) REVIEW DATE:	12/14/2023	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. PURPOSE

This credit card usage policy spells out how the credit cards can and cannot be used, and by whom. The policy is a form of internal control for the agency so credit card usage can be more easily tracked.

II. APPLICATION

Populations: **All**
Programs: **Direct**
Contracted - None

III. POLICY

Sanilac County Community Mental Health Authority credit cards are financial tools used by authorized individuals to enable certain types of payments while performing Sanilac CMH business. All Sanilac CMH credit card transactions must adhere to these standards and all purchasing policies and procedures.

IV. STANDARDS

- A. Credit cards may be issued to the CEO and Officers for job related expenses such as travel and individual business expenses. Credit cards may also be issued for specific departmental programs, in addition to the main Agency credit card for purchasing. Use of a credit card is a privilege.
- B. Credit cards may only be used to charge business-related expenses. Personal purchases of any type are strictly prohibited. No alcoholic beverages may be purchased with the Agency credit cards.
- C. Credit cards may not be used for cash advances.
- D. The cardholder must not exceed the monthly credit limit.
- E. The cardholder is responsible for all charges made to the card. The cardholder may be held liable for any unauthorized items appearing on the credit card statement.
- F. Cardholders are required to sign the "cardholder agreement" indicating that they accept the terms of the Agency credit card and purchasing policies and procedures. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

- G. If a credit card is lost or stolen, Chase Credit Card must be advised immediately on their twenty-four hour, 7 day a week toll free number. The number is: 1-800-316-6056. Further notification, in writing, must be given to the CFO including the details of the card's disappearance.
- H. In the case of fiscal necessity, the CEO shall have the ability to temporarily increase the credit limit on any or all departmental, travel, or purchasing credit cards.

V. PROCEDURES

- A. The CEO is responsible for authorizing the issuance of a credit card to staff and ensuring adherence to policies and procedures.
- B. The CFO is responsible for the establishment, operation, and control of the use of Agency credit cards and assigning the credit limit and usage limits.
- C. Upon receiving an Agency credit card, the cardholder should call to activate it and sign the back of the card.
- D. The cardholder must obtain a detailed receipt for the purchase and include a brief description of the purpose on the monthly purchase requisition and submit the receipts monthly to the CFO for approval.
- E. Upon receipt of the credit card statement, the Finance Department will match the receipts to the individual items and assign the proper accounting codes. The credit card statements will be submitted to the CFO for approval for payment.
- F. The credit card is the property of Sanilac CMH and must be surrendered upon leaving employment.

VI. DEFINITIONS

Cardholder: The individual who is authorized to hold and use a Sanilac CMH credit card as a purchasing agent for the Agency.

VII. CARD SPENDING AND TRANSACTION LIMITS

- 1. The default spending limit on departmental purchasing cards is \$1,500 monthly credit limit (this includes cards held by all departmental supervisors and Human Resources)
- 2. The default spending limit on travel and expense cards is \$3,000 monthly credit limit (this includes cards held by CEO, COO, CIO, & CFO)
- 3. The default spending limit on the travel expense/Purchasing card of the Executive Administrative Assistant is \$10,000 monthly credit limit.
- 4. The default spending limit on the main purchasing card is \$75,000 monthly credit limit. (this card is held by the purchasing agent)
- 5. The default spending limit on the automatic monthly payment purchasing card is \$25,000. (this card is held by the purchasing agent)

See Cardholder Agreement