



Policy: Credit Cards

ChildNet Number: CN 010.010

Original Approved Date: June 2, 2003

**Revised Date(s): September 27, 2004; September 5, 2007; April 2010;
June 22, 2010; July 9, 2014**

Sunset Date:

COA Standard(s): FIN 2, 7.03

Statement of Policy:

It is the policy of ChildNet to provide senior management and selective designee(s) with a credit card to be used solely for business purposes.

Scope

The purpose of this policy is to provide guidelines for use, reconciliation and payment for authorized credit card purchases. This policy highlights the procedures and introduces employees to the forms used for recording expenses.

It is the responsibility of each authorized ChildNet card holder to secure and invoke its use for authorized purchases only. Use of the credit cards requires the responsible employee to perform travel and procurement transactions in the most economical manner and in the best interest of ChildNet and the State of Florida.

Board Chair's Signature: _____

Date: _____

07-29-14



Procedure: Credit Cards

ChildNet Number: CN 010.010

Original Approved Date: June 2, 2003

Procedure Revised Date(s): September 27, 2004; September 5, 2007; April 2010; June 22, 2010; July 9, 2014, February 21, 2018, October 19, 2022

Procedure Sunset Date:

COA Standard(s): FIN 2, 7.03

Definitions: None

Statement of Procedure

Credit Card Issuance

- a. Credit card issuance is predetermined based on an employee's position. Each eligible employee must complete and sign a Credit Card Letter of Accountability form indicating his/her understanding of the credit card policies and procedures.
- b. All corporate credit card requests must be approved by Senior Management. Once approved, requests are forwarded to ChildNet's Controller or designee for acquisition.
- c. The Credit Card Receipt form must be signed by the employee upon receipt of the card. The signed and witnessed documentation is scanned to the Controller and is maintained securely in the finance department electronic folders.
- d. All holders of the corporate credit card must complete a Credit Card Reconciliation Form at the end of each billing cycle, within 15 days of receiving the credit card statement from the Accounting Coordinator. Receipts must be attached, and the nature and business purpose of the expense must be noted for all expenditures. The Reconciliation and the backup is scanned electronically and submitted to the requestor.
- e. The Accounting Coordinators receive all individual monthly credit card statements for review of all charges incurred on the assigned corporate credit cards during the prior month billing cycle. The Accounting Coordinator verifies the accuracy of the credit card statements. If a receipt is missing, the Accounting Coordinator contacts the respective cardholder for explanation.
- f. Should there be a change during cardholder's employment in which it is determined by management that a corporate credit card is unnecessary; the



cardholder must surrender the card to the HR Generalist. The credit card is then turned over to the Controller or Accounting Manager and the card is promptly inactivated and shredded.

Use of Credit Card and authorized charges

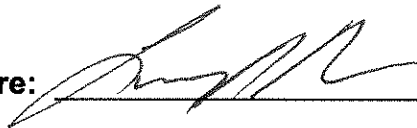
- a. The credit card may be used only for purposes of official business of ChildNet.
- b. Travel expense charges are limited to airline tickets, associated gasoline, lodging, tolls and ancillary parking. The use of the corporate credit card for personal meals and / or beverages of any type are prohibited.
- c. All purchases in excess of \$500.00 should follow ChildNet's purchasing policy. With the exception of the following:
 - All contingency purchases should seek prior approval of the Executive Director to include the following
 - Employee related travel.
- d. The cardholder is required to immediately notify his / her supervisor AND the issuing charge card company if the employee's corporate credit card is lost, stolen or used without permission. Notification must be made by telephone then followed with written confirmation.
- e. The cardholder is liable for all unauthorized, inappropriate or non-business charges made to his/her corporate credit card pending review and investigation by ChildNet and the banking institution / Credit Card Company. Release of liability to the cardholder is contingent upon the findings of the investigation. The employee is required to complete all necessary paperwork associated with disputed charges.
- f. The following is a list of expenses that employees are prohibited from using the credit card to purchase. All such charges are billed back to the employee or charged against the employee's next paycheck if permitted by law.
 - any personal purchases
 - alcoholic beverages
 - betting/gambling
 - charities
 - any expenditure that is considered unallowable under federal or state statute



Credit Card Reconciliation

- a. Each cardholder is responsible for completing a monthly Credit Card Reconciliation form to be forwarded to the finance department no later than 15 business days following receipt of the monthly credit card statement and or month of purchase. The Accounting Coordinators compare the actual receipts to the credit card statement and submits an invoice log to the Accounting Manager, who then compiles the data for all cards into a single spreadsheet and codes the activity. The spreadsheet is then approved by the Controller, imported into the general ledger and subsequently posted.
- b. All original receipts (other than travel related) should be scanned and properly identified with the date of transaction, amount, item purchased and business-related reason for purchase.
- c. All original receipts and documentation for travel expenses charged to the corporate credit card such as airline tickets and lodging must be scanned and attached to the Credit Card Reconciliation (CCR) Form. These travel charges must also be appropriately noted on the Travel Reimbursement request.

President's Signature:



Date:

10/31/22