

## **Credit Card Usage Policy**

### **PURPOSE**

The purpose of this policy is to establish guidelines for the West Piedmont Workforce Development Board (WPWDB) use of company issued credit cards. Credit cards will enable a cost-effective, streamlined method for small purchases, certain travel expenses, and other items deemed necessary to conduct business. Credit cards are authorized only for use of official WPWDB business. Use of the credit card is not intended to avoid or bypass appropriate procurement.

### **ISSUANCE OF CARDS**

The WPWDB has five cards – they are issued to the Executive Director, Chief Operations Officer, Director of Programs, Business Services Manager and Ross (subcontractor) Project Director.

### **AUTHORIZED USE OF CARDS**

Below are authorized credit card purchases:

1. Credit card purchases made by WPWDB staff must be for merchandise or services required as a function of WPWDB staff duties;
2. The credit card may be used for certain travel expenses for Board and staff.
  - a. Staff may use the credit card for hotel, airfare, transportation, or other business related expenses while traveling for business purposes.
  - b. Hotel, airfare, transportation, and/or, meals may be paid for Board members for Board members for meeting, trainings, etc.

### **INAPPROPRIATE CARD USE**

Below are inappropriate credit card uses:

1. Personal items (for non-WPWDB use);

2. Alcoholic beverages;
3. Cash advances;
4. Entertainment and recreation;
5. Fuel purchases for private use vehicles;
6. Or in any manner that violates any Federal, State or Local regulations.

## **DISCIPLINARY ACTION**

An inappropriate purchase using the WPWDB credit card will be subject to disciplinary action including, but not limited to, termination of employment, repayment of inappropriate purchase, and criminal prosecution.

## **RESPONSIBILITY AND ACCOUNTABILITY**

1. Credit cards must be safe guarded and kept in a secure location at all times. Lost or stolen cards must be reported immediately.
2. All receipts must be submitted to the COO and Project Director in a timely manner for their review. All receipts must be detailed.
3. The COO and Project Director must review monthly statements in a timely manner to ensure accuracy and that all transactions are legitimate for WPWDB business.
4. The COO and Project Director must ensure that all purchases are in compliance with Federal, State and Local regulations.
5. The COO will process the payment for the entire purchase(s) made on the credit card once the review is complete.
6. The Executive Director will review purchases for appropriateness and compliance.

All records are subject to auditing and monitoring.

Approval Signature:



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