



CommunityCare
NORTHUMBERLAND

SECTION:	Financial	POLICY:	Corporate Credit Cards
DATE ISSUED:	January 9, 2015	NUMBER:	F – 45
REVIEWED:	Jan/19, Jan/24		
REVISED:	Apr/21	NEXT REVIEW:	January 2027

Policy

It is the policy of CCN that the issuance of corporate Credit Card privileges is restricted to the Chief Executive Officer, Directors, and Managers.

The corporate Credit Card must only be used for business expenses incurred on behalf of the agency. The corporate Credit Card is not intended to be used in lieu of the normal purchasing process. Under no circumstances should the card be used for personal expenses.

The cardholder is not to loan the card out. A set dollar limit will be assigned to each cardholder.

Procedure

1. The Chief Executive Officer must authorize the issuance of a corporate Credit Card in the name of the employee.
2. All supporting original vouchers and receipts must be sent to Finance when received to reconcile with the monthly statements.
3. Monthly statements will be reviewed and authorized by the Chief Executive Officer for payment.
4. Upon resignation or termination of employment the cardholder is responsible for returning the credit card to the Chief Executive Officer and ensuring that all invoices have been approved for payment. The Chief Executive Officer or designate will notify the card administrator to cancel the card.