

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration

Section 3000 – FISCAL: Credit Card Account

Authorizing Source:
Cancels:
See Also:
Responsible Staff: Fiscal Officer

Approved by: Board of Directors
Motion #01-026

Date: 04-26-01

POLICY #3042.00

SUBJECT: CREDIT CARD ACCOUNT

POLICY

The North Sound Mental Health Administration shall maintain one credit card account and implement adequate controls to safeguard its use.

PROCEDURES

The purpose of these procedures is to control the use of the Credit Card Account and safeguard the organization, its employees and agents, and to eliminate potential unnecessary paperwork, reduce acquisition costs and time, and enhance quality of service of the NSMHA.

The Executive Director and/or his/her designee shall be authorized to approve use of the credit card account. All purchases will be pre-authorized by the Executive Director or his/her designee.

The Finance Department will maintain a Credit Card Account Authorization and Transaction Log. The Log will be reconciled monthly to the credit card statement.

CREDIT CARD ACCOUNT UTILIZATION GUIDELINES

Pre-authorized purchases using the NSMHA Credit Card Account require itemized sales receipts for all transactions that clearly describe the item's purchase price and any applicable shipping charges and tax.

In the event a damaged shipment is received, the NSMHA purchaser is responsible to note the damage and notify the carrier. This may include a claim for resolution of damages.

In the event there is a disputed charge on the statement, the NSMHA purchaser will help resolve this dispute with the vendor and the Credit Card Account agent. The Finance Department will note the disputed item to the Credit Card Account agent. The item will not be paid until the dispute is resolved.

The cardholder is financially responsible for unauthorized purchases not supported by receipts. Such transactions may be deducted from the user's paycheck.

CREDIT CARD EXCLUSIONS

Cash advance of any type	Personal purchases of any type
Personal or professional services	Manpower of any type
Alcohol	Purchases restricted by policies and procedures

LIMITS

The Credit Card Account will have a maximum limit of \$2,000. The maximum amount can be changed only by a motion of the Board of Directors.

INTERNET PURCHASES

The only time the Credit Card Account card number shall be entered into a web browser to purchase items is when the card number is encrypted. This can be verified only when transacting business on a secured server. Secured servers use the Secure Sockets Layer (SSL) protocol. Alternate choices would be to print the order form and fax the information to the vendor, or call the vendor over the phone.

ATTACHMENTS

None

Charles R. Benjamin
Executive Director

Date