

## The Right Door for Hope, Recovery and Wellness

Chapter Title <b>Fiscal</b>	Section # <b>F</b>		Subject # <b>249</b>
Subject Title <b>Credit Card</b>	Adopted <b>1/23/12</b>	Last Revised <b>2/15/16</b>	Reviewed 1/23/12; 3/25/13; 3/24/14; 2/23/15 2/22/16

### **POLICY**

#### **Application**

This policy shall apply to The Right Door for Hope, Recovery and Wellness and all services operated by or under contract with it.

#### **1.0 Intent**

The intent of this policy is to ensure the use of The Right Door for Hope, Recovery and Wellness credit card(s) complies with state law.

#### **2.0 Policy**

The chief financial officer (CFO) shall be responsible for the issuance, accounting, retrieval and generally overseeing compliance with the credit card policy.

- 2.1 The agency will maintain three credit card accounts. One account will be authorized in the CEO's name, one will be authorized in the CFO's name, and one will be authorized in the agency name.
- 2.2 The agency credit card may only be used by an employee, or Board member as authorized by the CEO, or CFO for the purchase of goods or services for the official business of The Right Door for Hope, Recovery and Wellness.
- 2.3 The CEO, The Right Door for Hope, Recovery and Wellness Board member, or employee using the credit card must submit documentation detailing the goods or services purchased, cost, date of purchase, and official business for which purchased.
- 2.4 The CEO, The Right Door for Hope, Recovery and Wellness Board member, or employee issued this card is responsible for its protection and custody and shall immediately notify the CFO if the card is lost or stolen.
- 2.5 The CEO or CFO must immediately surrender the credit card upon termination.

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- 2.6 The finance/accounts payable staff shall reconcile the credit card statements each month to the submitted documentation and authorization for each transaction for approval prior to payment.
- 2.7 The balance including interest due on an extension of credit under the credit card arrangement shall be paid for not more than 60 days of the initial statement date.
- 2.8 All purchases must be in compliance with the agency purchasing policy.
- 2.9 Unauthorized or inappropriate use of the credit card shall be subject to disciplinary action.
- 2.10 The total combined authorized credit limit of all credit cards issued by The Right Door for Hope, Recovery and Wellness shall not exceed five percent (5%) of the total budget for the current fiscal year.

REFERENCES

Public Act 266 of 1995

Melissa McKinstry, Board Chairperson	Date		