



CREDIT CARD POLICY

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Date Adopted:	May 26, 2011	Date Revised Adopted:	January 25, 2018
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POLICY:

Credit cards will be issued to all employees (as deemed necessary per-position by Program Directors) for legitimate NWCCOG business only. Personal purchases may not be placed on a NWCCOG card with the intent of later reimbursement by the employee. Each employee is responsible for spending within the credit limit of issued card (note that many cards are combined on an account with a total limit as well as an individual limit). Employees are expected to carry the NWCCOG tax exempt number with them and notify vendors at the point of sale, particularly for purchases over \$50, that NWCCOG is tax exempt. Under no circumstances is a NWCCOG credit card to be used for purchase of alcohol, nor will NWCCOG reimburse for the purchase of alcohol. For further detail on permitted Business Expenses, Reimbursements and Per Diem guidelines, see Employee Handbook.

PROCEDURE:

1. All purchase documents and **itemized** credit card payment receipts must be retained by the cardholder for purchases made on a NWCCOG card with the allowable exception of receipts under \$20. Credit Card receipts will be required to be reconciled and attached to the monthly Credit Card statement with codes. For all itemized receipts, the purpose of the incurred expense as well as the name of all attendees should be written clearly on the receipt (i.e., Lunch for Blake and Joe after tri-monthly Bomb Shelter Group Meeting, Jane- breakfast on the way back from Gummy Bear Conference). If an itemized receipt is not available, the employee must clearly write the aforementioned information on the payment receipt as well as the costs associated with the individual items purchase. Receipts below \$20.00 are appreciated, but not required. Small sized receipts should be combined and copied to a full-size sheet.
2. The cardholder is responsible for ensuring receipt of materials and services, and resolving any discrepancies or damaged goods issues, as well as any necessary credits or refunds.
3. Business transactions are not to be split into multiple transactions to stay below an assigned dollar limit.
4. When a cardholder's statement of account is received, it should be verified by comparing receipts to the itemized purchases. If there are disputed charges, clearly mark them on the statement as disputed. The cardholder shall review, sign the statement, and forward copies of supporting documents and receipts to their supervisor for approval. Upon approval, forward all aforementioned documents to the Fiscal Office for payment.
5. If a credit card is declined or misplaced, that employee is to report this in a timely fashion to their Director who will notify the Fiscal Office (can pay if limit is reached) and Executive Director who can correct the situation. Employee may contact or be contacted by the bank's fraud department to confirm or deny expenditures on the account. Employees are responsible for the best practices and secure use of NWCCOG credit cards.
6. Violations of the above Policies and Procedures are subject to disciplinary action as outlined in the Employee Handbook including, but not limited to revocation of the employee's NWCCOG Credit Card.