

## Organizational Credit Cards

### Purpose

As a convenience Palmer Home for Children (Organization) may issue a credit card for use in conducting business for the Organization. In accepting a credit card and by signing the Organizational Cardholder Agreement, the employee acknowledges that the card is the property of the Organization and that the employee is required to use the card responsibly in accordance with this policy.

### Policy Statement

1. Credit cards will be issued to staff, only with the approval of the CEO or his/her designee.
2. Credit cards will be subject to appropriate limits based upon the employee's position and job responsibilities.
3. The individual to which the card is assigned is solely responsible for all purchases on the card and ensuring that their credit card number is not used by unauthorized personnel. As such, the cardholder shall NOT share their card number with anyone. If the cardholder knowingly gives rights to another person to use the card, they accept full responsibility for all charges made (including any and all documentation burden).
4. If a card is either lost or stolen please contact 662-327-1096 immediately.
5. Credit cards will be used only for business purposes. Personal purchases of any type are not allowed. Should an employee use the card for non-business purposes, then the cardholder is responsible to pay Palmer Home the entire sum of the non-business expense that was made on the card. If there is a history of misuse then revocation of credit card privileges and/or disciplinary actions may apply, at the discretion of the CEO.
6. Payment for the following vendors should not be made on organizational credit cards without prior authorization by the CEO or his/her designee. These vendors require an invoice and W2 be submitted to Finance and will be paid through the bill pay system.
  - Services of Independent Contractors including construction, renovation, installation, maintenance, janitorial services, legal services, etc.
  - Rentals (other than short-term autos and overnight accommodations)
  - Catering services (should be submitted via invoice when possible - if catering is paid via credit card please confirm no 1099 is needed)
7. The following purchases (whether business related or personal) are never allowed on organizational credit cards:
  - Illegal/controlled substances or any product containing nicotine or tobacco
  - Items or services on term contracts (excluding software subscriptions)
  - Purchases involving trade-in of organizational property
  - Cash advances or cash back
  - Items or services deemed inconsistent with the values of the organization

8. Alcoholic beverages should not be purchased for employee consumption. Example of acceptable alcohol purchases are those for events, donor meetings, board meetings.
9. All gift cards purchased on credit cards require a receipt and manager approval.
10. The credit card holder is responsible for submitting expense report documentation and coding by the end of the expense report period. Please refer to the Expense Reporting and Documentation Policy for detailed requirements.
11. Cardholders should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available on the intranet. If you are unclear of how to apply for tax exempt status, please contact your supervisor.
12. Cardholders should seek to obtain the best value for the organization when purchasing merchandise and/or services with this card.
13. International travel requires advance notification to Finance for card activation (a minimum of five days).
14. In the event that a return/refund is required, payment should be returned to credit card as opposed to store credit, when possible. If a replacement item is needed a separate transaction should be used.
15. Credit cards should not be permanently reassigned without the permission of both the Financial Comptroller and the Director of Human Resources.
16. Upon the termination of employment for any reason, any cards assigned to the employee or in their possession must be returned to the Director of Human Resources.

Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary actions. Cardholders are required to sign the attached agreement indicating they accept these terms.

**GUIDELINES: ORGANIZATIONAL CREDIT CARDS**

**Effective Date: 06/01/2015**

**Revisions Date: 06/2021**

**Responsible Officer: CHIEF EXECUTIVE OFFICER OR HIS/HER DESIGNEE**

## ORGANIZATIONAL CARDHOLDER AGREEMENT

I, \_\_\_\_\_, hereby acknowledge receipt of the following  
(Name of Cardholder)

credit card: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.  
(Credit Card Number)

I acknowledge receipt of the Organizational Credit Card Guidelines and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of Palmer Home for Children and that the organization will be liable to for all charges made on this card.

As a holder of this card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I understand that improper use of this card may result in disciplinary action, as outlined in the policy, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Organizational Credit Card Guidelines, as well as all other applicable policies and guidelines laid out in the Employee Handbook.

Signature: \_\_\_\_\_  
(Cardholder)

Date: \_\_\_\_\_

Accounting Department use only:

Date: \_\_\_\_\_ Amount approved: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

