

XYZ
Credit Card Policy and Procedures
2009

POLICY OBJECTIVES:

- Improve internal controls and procedures and remove any duplicated efforts.
- Streamline and centralize credit card payment and approval process.
- Establish a single point of contact for all credit card charges of ASN through the Controller who would serve as administrator for the credit card accounts.
- Eliminate the involvement of the Programs Manager and Administrative Assistant from the process.
- Eliminate use of separate statement for each cardholder and have all charges billed on 1 monthly consolidated statement that details each credit card holder's monthly charges.
- Eliminate the use of more than one credit card per holder and use only AMEX for all holders' hotel and travel-related expenses.
- Minimize the use of credit cards for the payment of items **other than** expenses related to hotel and travel such as the purchase of equipment, capital equipment, supplies, etc. **If possible** establish a charge account with those vendors where these types of items would be purchased.
- Establish the use of a VISA credit card in the name and possession of either the Executive Officer or Controller as back-up in case the other card is not accepted at certain restaurants, hotels, etc.

PROCEDURES:

American Express:

- All Credit Card charges for ASN are billed on one (1) consolidated monthly statement with a detailed list of charges for each card holder.
- Controller serves as administrator and key contact for the account and receives all monthly statements directly mailed to the Controller's attention.
- The monthly AMEX payment due is automatically deducted from the ASN checking account to avoid late payments. Then the transaction is recorded into the general ledger. The entire amount due is charged to a clearing account and expensed out later, once all receipts are collected and all charges are assigned an expense code.
- The Controller provides each credit card holder with a copy of each individual's respective charges along with an approval sheet for the holder to complete and obtain the proper approval.
- Within a specified period of time each holder must provide and attach receipts for all credit card charges reflected on their respective statements, code ALL charges to the proper expense

account, sign the form and obtain proper approval from one (1) level above, whether that be a supervisor, department head or executive officer.

- The completed signed authorization form is submitted to the Controller who will expense all charges out of the clearing through a journal entry.
- Receipts are a must for all charges \$25.00 and over. If no receipt can be produced, then a description of what the receipt is for and why it was charged to ASN must be provided.
- The supervisor, department head or executive officer reviews all charges and verifies that receipts are submitted for all charges \$25.00 or over, or have a detailed description of the charge if a receipt can not be produced, then sign the form and give back to the holder.
- All charges of \$5,000 or more are submitted to Executive Officer for review & approval.