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## North Sound Behavioral Health Administrative Services Organization, LLC

Section 3000 - Fiscal: Credit Card Account

Authorizing Source:

Approved by: Executive Director Date: 9/4/2019

Signature:

### **POLICY #3042.00**

#### **SUBJECT: CREDIT CARD ACCOUNT**

#### **POLICY**

The North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) shall maintain one (1) credit card account and implement adequate controls to safeguard its use.

#### **PROCEDURE**

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 North Sound BH-ASO.

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 North Sound BH-ASO 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 North Sound BH-ASO 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 North Sound BH-ASO 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 maximum amount can be changed only by a motion of the Board of Directors (BOD).

**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