

Effective Date: 4/26/2001, Motion #01-026
Revised Date: 12/16/2016
Review Date: 12/16/2016

North Sound Behavioral Health Organization

Section 3000 – FISCAL: Credit Card Account

Authorizing Source:
Cancels:
See Also:
Responsible Staff: Fiscal Officer
Executive Director's Signature:

Approved by: Board of Directors
Motion #01-026

Date: 4/26/2001

Date: 6/21/2018

POLICY #3042.00

SUBJECT: CREDIT CARD ACCOUNT

POLICY

The North Sound Behavioral Health Organization (North Sound BHO) shall maintain one (1) credit card account and implement adequate controls to safeguard its use. The Executive Director and Deputy Director will each have a card issued on this account.

PROCEDURES

The purpose of these procedures is to control the use of the Credit Card Account and safeguard the organization, its employees and agents, and eliminate potential unnecessary paperwork, reduce acquisition costs and time, and enhance quality of service of the North Sound BHO.

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 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 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 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 cardholders are 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 or professional services
Alcohol

Personal purchases of any type
Manpower of any type
Purchases restricted by policies and procedures

LIMITS

The Credit Card Account will have a maximum limit of \$15,000. The card issued to the Executive Director will have a limit of \$10,000 and will be used for their travel and purchasing for North Sound BHO. The card issued to the Deputy Director will have a limit of \$5,000 and will be used for their travel. The maximum amount can be changed only by a motion of the North Sound BHO County Authorities Executive Committee.

INTERNET PURCHASES

The only time the Credit Card Account card number shall be entered in 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