

ABC Nonprofit Corporate Credit Card Policy

This Policy applies to all employees of ABC Nonprofit who are assigned a Corporate Credit Card. Conditions set out in this Policy govern the use of any Corporate Credit Card. ABC Nonprofit uses Visa cards issued by XYZ Bank.

Cardholders and their supervisors are responsible for ensuring that they adhere to the Corporate Credit Card policy, thereby ensuring adequate controls are exercised to minimize the risk that Corporate Credit Cards are used for fraudulent or corrupt purposes. Cardholders and their supervisors are referred to the Executive Director for further information on their role in relation to fraud and corruption prevention.

Eligibility:

- Supervisors will designate which of their employees are eligible to possess a Corporate Credit Card.
- Eligible employees will be issued only one (1) Corporate Credit Card.

Limits:

- Each Card will be limited to a maximum set by the Executive Director, who will determine the limit on a basis of need and the department's budget(s), and be for business expenditures ONLY. Exemptions to this limit will be made on a case by case basis by the employee's Supervisor or the Executive Director.

Conditions of Use:

- The Corporate Credit Card cannot be used:
 - To obtain cash advances.
 - For expenses other than those incurred by the assigned officer named on the Card.
- The Corporate Credit Card is to be used only for official ABC Nonprofit business, not personal expenses. Charging personal transactions to Corporate Cards is not acceptable under any circumstance. Cardholder transactions will be scrutinized to ensure compliance with this policy.
- Infractions of the conditions of this Policy could result in cancellation of the card and withdrawal of Corporate Credit Card privileges.
- Breaching of this policy can lead to disciplinary action against the employee concerned. In all cases of misuse, ABC Nonprofit reserves the right to recover any monies from the cardholder. Cardholders will be required to sign a declaration authorizing ABC Nonprofit to recover, from their salary, any amount incorrectly claimed.
- Cardholders may not use their Corporate Credit Card to obtain cash advances from banks, building societies, credit unions, nor automatic teller machines. This prohibition similarly extends to cash equivalents such as bank checks, traveler's cheques and electronic cash transfers.

Monthly Corporate Card Statements:

- Corporate Credit Card expenditures must be reconciled with Accounts Payable within **i.e. 15 business days of the Statement Date (5th of the month) (recalculate per ABC's calendar)**. Cardholders who have not reconciled their monthly expenditure within this period will be asked to reconcile their monthly expenditure immediately by the A/P personnel. This procedure will ensure that cost center accounting records maintain an accurate and meaningful balance.
- Cardholders who do not reconcile their monthly expenditures **within 15 business days of the Statement Date (recalculate per ABC's calendar)** will be sent a reminder of their obligations under this

Policy. Continued or repeated non-conformance to this Policy can result in cancellation of the Card and/or such other actions as appropriate.

- If the Card expenditures are not reconciled within 1 month of the Statement Date or a plausible explanation has not been received by the Executive Director, the Corporate Credit Card can be cancelled and, the Cardholders' accounts can be debited for the amount outstanding. Note that further action may also be taken against the Cardholder.

Cardholder responsibilities:

Cardholders are responsible for the following security measures for the use of their Card:

- Cardholders must retain transactional evidence to support all charges. An acceptable receipt for reimbursements of claimable business expenses on the Corporate Credit Card is an original receipt. The more information, the better.
- Card purchases without receipts are ultimately the responsibility of the user. A failure to provide receipts or credible explanation for the unsupported expenditure could result in a debit from the Cardholder's salary.
- Reimbursement for return of goods and/or services must be credited directly to the Card account. No cash should be received by the Cardholder.
- Lost or stolen Cards must be reported and cancelled immediately to Johnson Bank's Lost/Stolen Cards Unit (1-800-XXX-XXX). Accounts Payable must be notified within 2 business days of this activity, or in the instance of loss or theft while conducting business, must be notified within 2 business days.
- Employees issued with a Corporate Credit Card are in a position of trust in regard to use of donated funds. Improper or unauthorized use of the Card may result in the Cardholder being held liable for expenditures, legal/disciplinary action being brought against the Cardholder, termination of Card-use and/or termination from this Agency.

Records Management:

- All documentation associated with the payment of a Corporate Credit Card will be maintained within Administration.
- Original receipts for all Credit Card transactions will be retained in Administration. Cardholders should keep copies of receipts and statements for audit purposes or for future questions that may arise.

Disputed Transactions:

- Disputed transactions must be resolved with the Supplier and the Bank by the Cardholder. The Cardholder must notify the Bank immediately for resolution and Accounts Payable should be informed for noting.

Internal Monitoring:

- Transactions will be monitored monthly by the Accounts Payable personnel.
- If a Cardholder has questionable purchases showing on the monthly Statement, this information will be forwarded to the Administration department for resolution.

Lost or stolen Cards:

- Lost or stolen cards must be reported by the Cardholder immediately to XYZ Bank at 1-800-XXX-XXXX. The Cardholder must also alert the Administration department to the loss/stolen card as quickly as possible.

Termination of Employment:

- Prior to departure or termination of duties with ABC Nonprofit, the Cardholder must reconcile all expenditures on his/her Card account since the last Statement.
- It is the responsibility of the departing employee to ensure that his/her account is settled prior to departure.
- The card must be surrendered upon termination of employment to their immediate supervisor or to the Administration department.

I, _____, agree to the terms and conditions in this policy, and I understand that disregard for the terms and conditions in this policy may lead to disciplinary action and/or termination of employment.

Signature

Date

DRAFT