Regina Open Door Society (RODS) Corporate Credit Card Policy

September 22 2022

1. Introduction

This Corporate Credit Card Policy applies to all RODS employees who are granted and assigned a corporate credit card. The conditions set forth in this policy govern the responsible use of, and procedures for, credit cards belonging to RODS for the purpose of conducting RODS business. Use of the credit cards is accompanied by significant responsibility.

2. **Cardholder Responsibilities**

2.1. Each credit holder has access to their credit card online account, and can check all transactions.

2.2. Because any payment/external transfer which is over $5,000 needs to be approved by one Board member, each credit card limit is $4,500.00.

2.3. Credit card procedure:

2.3.1. To ensure that each credit card has enough balance of funds, Cardholders need to submit a "Transactions Form" attached to all invoices to Finance by EOD every Tuesday.

2.3.2. AP will reconcile the approved transactions with the credit card, and create a "Funds Transfer Form", and cheque Signers will review and approve during each Thursday check run.

2.3.3. After receiving the Funds Transfer approval, Finance will transfer funds to credit card EOD Thursday.

2.3.4. If Staff request to use the credit card for RODS business purposes, his/her Director needs to approve the use and corresponding expenses; any expenses incurred by a Director needs to be approved by Executive Director.

2.3.5. A one-time credit card purchase over $1,000 needs be pre-approved by the responsible Director and the Director of Central Admin & Finance.

2.4. Cardholders are responsible for ensuring that purchases via corporate credit cards meet all purchasing criteria outlined in RODS applicable purchasing and procurement policies. Lost or stolen corporate credit cards must be reported immediately to the manager or supervisor as well as to the Finance at 639-382-5889.

3. Limits & Conditions of Use

3.1. The use of corporate credit cards is for conducting RODS business only. Charging personal expenses to a corporate credit card is forbidden in any circumstance. Card transactions will be monitored by RODS finance department to ensure compliance.

3.2. Use of the RODS Corporate Credit Card for personal expenses or any other identified misuse of the card will result in possible disciplinary action as well as immediate reimbursement of the personal expense charged on the corporate card

3.3. Cardholders may not use their Corporate Credit Card to obtain cash advances from banks, credit unions, nor automatic teller machines. This prohibition similarly extends to cash equivalents such as bank cheques, traveler's cheques and electronic cash transfers.

4. **AGREEMENT**

I have read and understood and agree to the RODS Policy for assignment and use of a Corporate Credit Card. By this form, I give permission for RODS to withhold (deduct) from my pay check personal items, unauthorized expenses and unreported expenses incurred by me using my Credit Card.

Employee Name: ______________________________ Date: ___________

Employee Signature: _________________________ Card Ending: _______