



District Credit Cards



Policy A-IC-9

September 15, 2005
Revised April 26, 2013
Revised June 13, 2019

Purpose: Three Rivers District Health Department holds Visa accounts for convenience in purchasing to be used only in situations when our traditional accounts payable system (see Policy A-IC-11) is not feasible.

Policy: Visa cards are maintained at the District Office and secured inside the credit card safe located in the Administrative Coordinator's office. The card may be temporarily issued to a requesting employee for *approved* overnight lodging and/or other *approved* purchases when a copy of a completed purchase order is presented. The card is only to be issued to non-supervisory staff when a supervisor is not attending the overnight meeting.

Procedure: It is the responsibility of the Administrative Manager or designee to maintain credit cards and registers in a locked and secure area. The attachment, Form A-IC-9 (A), and Form A-IC-9(B) will be used to sign cards in and out. It is the responsibility of the employee issued the card to return to the issuer as follows:

I. Visa Cards

- A. On the first working day following the end of approved travel, the Visa card, Visa card receipt signed by the employee, dated lodging receipts, pre-printed hotel/motel receipts with employee names and approved cost center listed for each room, each night of stay, are to be submitted.
- B. On the first working day or same day after purchase is completed, the Visa card, and the purchase receipt(s) are to be submitted to the Accounts Payable Clerk for processing and reconciliation.

II. Gasoline credit cards – refer to Policy A-IC-21 regarding the security and assignment of gas cards.

III. Agency Debit Card

- A. The General Bank Account Debit Card is permanently assigned to the District Director for travel and related incidentals. Any purchases/charges made on the Debit Card are to be accompanied by a receipt and submitted to the Purchasing Agent for Reconciliation upon return prior to month end. The District Director may authorize payment for other requisitions to be charged to the Debit Card as necessary to meet agency needs when accompanied by an approved purchase requisition form and PO number.

IV. Wal-Mart Credit Card

- A. On the first working day or same day after purchase is completed, the Wal-Mart card is to be returned to the Administrative Manager or designee and the purchase receipts are to be submitted to the Accounts Payable Clerk for processing and reconciliation.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date

