

SOCIETY CREDIT CARDS

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INTENT

To ensure sound business practices for the use of Society credit cards.

POLICY

The Society will obtain credit card(s) to facilitate paying for goods and services. The use of all credit cards will be subject to internal controls.

PROCEDURE

1. Credit cards are held by the Executive Director. Staff will request to use the card for purchases of goods and services on an as needed basis.
2. The Executive Director will record the borrower's name and the date in/out on the credit card control card.
3. The borrower will obtain a receipt for the purchase.
4. The borrower will complete a Credit Card Purchase Record, attach the receipt, obtain the required signature and submit to Finance department.

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: ED and MT	FREQUENCY: Annually