

Pacific Crest Youth Arts organization

Credit Card Policy

Board of Directors

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I. INTRODUCTION

Pacific Crest Youth Arts Organization (PCYAO) is a non-profit corporation organized under the laws of the State of California. It is the policy of PCYAO to provide select employees with corporate credit cards for the purpose of conducting its business.

The goal of this Credit Card Policy is to establish PCYAO policies and procedures for using credit cards in purchasing supplies, services and travel expenses.

II. GENERAL POLICIES

- A. PCYAO will issue credit cards to its employees as approved by the Treasurer of the Board of Directors (Treasurer). The Executive Director will set credit card limits up to \$10,000.
- B. Employees will not use PCYAO credit cards for personal expenses at any time. Charging personal expenses is considered a misuse of funds and may result in termination.
- C. PCYAO credit cards may not be used to pay for alcoholic beverages unless employee gets prior approval from the Executive Director.
- D. Purchases using PCYAO credit cards must be within the budget approved by the Board of Directors. Purchases outside of budgeted limits may not be made without prior approval of the Executive Director.
- E. Unapproved charges made by the cardholder are the responsibility of the individual, and PCYAO must be reimbursed.

III. CREDIT CARD PROCEDURES

A. Credit Card Request

The Executive Director will send a request to the Treasurer (via email or memo) to approve cardholders and set credit limits. The final determination as to whether to issue an employee a credit card will be made by the PCYAO Board of Directors.

B. Credit Cardholder Criteria

Credit cards will be issued to PCYAO employees. The Executive Director should consider the frequency of use and dollar value of purchases made by the employee before issuing credit cards for those employees and setting credit limits.

C. Credit Cardholder Account Agreement

Before receiving a credit card, PCYAO employees will sign a Credit Card Holder Account Use Agreement.

D. Process for Payment

When requested by the Office Manager or Treasurer, the cardholder will submit receipts and other supporting documentation so that payment can be processed and accurately reflected in the organization's accounting system.

E. Timely Payment

All credit card statements will be mailed to the main office. The Office Manager will make payment in a timely manner to avoid late charges and fees to extent possible.

F. Disputed Charges

Cardholders are responsible for ensuring that the vendor and issuing bank are notified immediately of any disputed charges. PCYAO will pay the statement in full to avoid finance charges and late fees. When resolved this will result in a credit to the account on the next monthly statement.

G. Lost or Stolen Cards

Cardholders are responsible for ensuring that the issuing bank and PCYAO are notified immediately if the card is lost or stolen. Failure to do so may result in revoking credit card use from the cardholder.

H. Return of Card Upon Request or Termination

Cardholders will immediately surrender their card upon request of the Executive Director. The Executive Director is responsible for retrieving the credit card when an employee leaves the organization. Use of the credit card for any purpose after its surrender is prohibited.

I. Disciplinary Action

The Executive Director is responsible for all disciplinary action surrounding misuse of cards, including requesting cancellation of card privileges. In addition, the PCYAO Board of Directors may cancel card privileges for cause.

IV. CREDIT CARD RESPONSIBILITIES

A. Cardholders

Purchase supplies and services on behalf of PCYAO in accordance to the organization's purchasing policies.

B. Executive Director

Request issuance of Credit Cards to employees and set credit limits. Develop and implement procedures to ensure that payments are appropriately reviewed and approved, processed in a timely manner and that all supporting documentation is retained, reconciled to monthly statements and attached with payment slips, and oversee implementation of these guidelines.

C. Treasurer

The Treasurer will establish a master account relationship with issuing bank, issue credit cards as requested by the Executive Director in accordance with the Credit Card policy guidelines; process credit card payment slips in accordance with PCYAO accounts payable policies and procedures; ensure that the monthly credit card master accounts are paid in full on a timely basis; help resolve billing disputes and replace lost or stolen cards.