

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 11/2005	SECTION: Fiscal Management	
BOARD APPROVED ON: 11/09/05	DATE REVISED: 09/16/15, 07/18/17, 10/11/2023, 09/25/2026	SUBJECT: Credit Cards	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 12/19/18, 12/16/20, 12/16/2022, 10/11/2023, 09/25/2026		POLICY #: EC-001	PAGE #: Page 1 of 3

I. APPLICATION

The provisions stated herein shall apply to employees of the Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to maintain credit and/or debit cards for use in organization business. Non-business use is prohibited.

III. DEFINITIONS

Organization Business – Financial activity that contributes to the operation of the business and includes the purchase of or payment for approved supplies and/or equipment, approved conference expenses, approved meeting expenses, approved purchases for organizational activities.

IV. STANDARDS

- A. The finance director is responsible for the issuance, accounting, monitoring, retrieval, and general oversight of compliance with the policy.
- B. The credit/debit card may be used only by an employee for the purchase of goods or services for the official business of the organization.
- C. The employee using the card must submit documentation and approved purchase orders detailing the goods or services purchased, cost and date of the purchase, by methods and due dates outlined in Exhibit A.
- D. The employee is responsible for the protection and custody of the card and will immediately notify their supervisor if the card is lost or stolen.
- E. If accounting and the employee agree that a charge is fraudulent, the employee will immediately call the number on the back of their issued card and follow the prompts to report the charge as fraud.
- G. Upon termination, employees must surrender their card to their Division Director.

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V. NOTIFICATION/PROCEDURE

WHO

Finance Director

DOES WHAT

1. Orders credit card from credit card company.

WHO

Card Holder

DOES WHAT

2. Signs out card from finance director or designee and is responsible for appropriate use and safeguarding of card while in their possession. The card must be in the possession of the card holder or secured in such a way to prohibit card use without the knowledge and approval of the card holder.

Card Holder/ Designated Employee

3. Signs out card with the permission and knowledge of the card holder (i.e., program supervisor) for use in purchasing for organization business or purchase of items or services for those we serve.
4. Obtains and maintains a purchase receipt for items or services purchased, business purpose and description.
5. Returns card to card holder with receipt (including date of purchase, vendor name, cost and business purpose of expense) and approved purchase order on date specified at time of card check out.
6. Emails receipt and approved PO to AP/AR clerk, following directions and due dates.

LOST AND THEFT

Card Holder/Designated Employee

1. Reports loss or theft of card to supervisor immediately.

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| | 2. Reports loss or theft of card to finance director immediately. |
| Finance Director | 3. Complies with all requirements for cancellation of a missing card and re-issuance of a new card. |
| Human Resources Manager | 4. Collects terminated employee card and returns to Finance Director with request to reissue to new employee if applicable. |