

Softball PEI - Credit Card Policy

Part A – Non-Profit Credit Card Appropriate Uses and Responsibilities

1. Appropriate Use

Examples of appropriate uses of corporate credit card include:

- a) travel expenses
- b) accommodation
- c) hosting expenses
- d) conference registration fees

Examples of prohibited uses of corporate credit card include (but are not limited to):

- a) personal expenses
- b) membership fees and subscriptions (fees for domain name are a suitable subscription)
- c) withdrawal of cash/cash advances
- d) stationery and office supplies without signing authorities reviewing expenses
- e) furniture, equipment, computer hardware/software

Areas of Uncertainty

The above list is provided as a guide only. In situations where there is doubt about the appropriate use of the corporate credit card, it is strongly recommended that the guidance of the Board of Directors is obtained.

Any expenses above \$250 must be approved by the Board of Directors prior to purchase.

2. Responsibilities

Employees issued non-profit credit card are responsible for:

- a) ensuring the cards are used only for appropriate association expenses (refer to Part 1)
- b) ensuring that only the employee who's given the card uses the card
- c) retaining receipts and providing explanations for all card transactions.

The occurrence of continual missing receipts may result in cancellation of the corporate credit card:

- a) submitting a completed and approved transaction log to Financial Director(s) when card expenditure has been incurred
- b) returning the non-profit credit card to their supervisors upon termination

Part B – Non-Profit Credit Card Statement Payment Procedures

1. Employees must retain detailed original receipts in addition to the credit card receipt and note the purpose of the expenses on the back of each receipt.
2. The employee will submit the detailed original receipts (PDF's are acceptable) and credit card statement along with a completed transaction log to the appropriate authorizing supervisor(s) for authorization.
3. Charges for items where the receipt has been misplaced must be explained to the board of directors who must initial the specific charge and indicate, "receipt missing" beside it. The occurrence of continual missing receipts may result in cancellation of the non-profit credit card.
4. The authorizing supervisor will confirm that the charges are justified and appropriate before authorizing (signing) the transaction log for payment.