

 <b>Grossmont Healthcare District</b>	<b>Policy No:</b> FIN-06	Page 1 of 1
	<b>Title:</b> CREDIT CARD USAGE	
<b>Policies and Procedures Manual</b>	<b>Last Board Approval Date:</b> 02/06/23	

The CEO and other pre-approved employees may be provided credit cards for purchases in support of Board-sanctioned activities. As regular employees are responsible for the day-to-day purchasing activities of the District, credit cards shall not be issued for use by Board members.

Credit cards may be issued in the name of Grossmont Healthcare District and a District employee (“Credit Card User”) at an established limit approved by the CEO. Increases of less than \$10,000 in limits must be approved by the CEO. Increases in limits of \$10,000 or more must be approved by the Board. Only the person to whom a District credit card has been issued may use that credit card. District credit cards shall be used only for necessary expenses when a check request cannot be done because of time constraints or vendor requirements. Personal use of District credit cards is prohibited.

A Credit Card User must:

- (a) Complete and sign a Credit Card Use Agreement (see Exhibit FIN-06-A) agreeing to (i) keep the credit card in a safe manner, (ii) report lost or stolen credit card immediately to the CEO, and (iii) return the District credit card to the CEO when specified.
- (b) Obtain a receipt (customer copy/charge slip) for each credit card use or use a Missing Credit Card Receipt Form (see Exhibit FIN-06-B), when a receipt cannot be made available.
- (c) Fully record each use transaction on a Credit Card Use Log (see Exhibit FIN-06-B) and submit the log (with copies of all associated credit card receipts to the Executive Assistant/Office Manager on or about the 15<sup>th</sup> of each calendar month.

The Executive Assistant/Officer Manager will email all Credit Card Use Logs (and receipts) to the CEO with a copy to Accounting and the Chief Administrative Officer (CAO) before the 22<sup>nd</sup> of every month for review and approval, and shall review the Credit Card Use Logs and credit card receipts for consistency and reasonableness before submitting them to the Chief Financial Officer.

The District’s CAO shall pay the credit card bills, and the accounting department shall retain the original Credit Card Use Logs, with supporting on file.