

Policy #:
Effective Date:
Board Approval:

CREDIT CARD CARDHOLDER POLICY

INTRODUCTION

A credit card provides users with an alternate payment method when making purchases for goods and services. The program reduces the volume of accounts-payable transactions, and the associated administrative costs, by eliminating vendor invoices and consolidating multiple vendor payments into one monthly statement with each credit card.

POLICY

Credit cards are issued at the discretion of the Executive Director to current employees who are granted a formal delegation of the Autism Society of Maine purchasing authority. The cardholder agrees to comply with all applicable Autism Society of Maine policies and procedures, and this Cardholder agreement. When signed and accepted, this form acts to assign the formal delegation of purchase authority to a current Autism Society of Maine employee.

COMPLIANCE WITH POLICY, VIOLATIONS, AND CONSEQUENCES

Employee violations to this agreement, or to any policy regarding the purchase of goods or services, will be investigated, and may result in either one or more of the following actions: written warning, revocation of credit card privileges, cancellation of delegation of purchasing authority, disciplinary action, and termination and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation to this agreement.

The Executive Director and the accountant have the authority to investigate and to determine whether a violation of the policy has occurred, and to recommend actions that may be taken because of such determinations. The Autism Society of Maine will consider the facts and circumstances of each incident, and will take action as deemed appropriate and as permitted by applicable law and/or the Autism Society of Maine policy.

Credit Card violations include, but are not limited to:

- *Purchase of items for personal use. (Extenuating circumstances require Executive Director's approval and must be reimbursed within 15 days.)
- *Purchase of items in violation of the Autism Society of Maine policies (no alcohol).
- *Use of credit card for cash advances.
- *Exceeding bank credit-line limit.

*Failure to return the credit card when an employee is reassigned, terminated, or upon request.

*Failure to turn in packing slips, receipts, or other back-up documentation to the Autism Society of Maine accountant on a weekly basis, for the purpose of establishing accountable reconciliation procedures.

OWNERSHIP AND CANCELLATION OF THE CREDIT CARD

The credit card remains the property of the Autism Society of Maine. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Cardholder is accountable for the activity on the card. The Autism Society of Maine may suspend or cancel Cardholder privileges at any time, for any reason. The Cardholder will surrender the credit card upon request to the Autism Society of Maine.

RECEIPTS

It is the Cardholder's responsibility to obtain transaction receipts from the merchant each time the credit card is used. Individual transaction receipts are to be submitted to the Autism Society of Maine accountant. Each Cardholder should document on receipts their name, card used (Amex or Visa), the grant funding the purchase, and the account that the purchase comes from (supplies, travel, etc.).

DISPUTED ITEMS

It is the Cardholder's responsibility to follow up on any erroneous charges, returns, or adjustments to ensure that proper credit is given on subsequent statement(s).

PROTECTING THE CREDIT CARD

The credit card is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

VALIDATION AND SAFEKEEPING

Sign the credit card immediately upon receipt. The credit card should always be treated with the same care as personal credit cards, cash, and checks. Keep your card(s) in an accessible, but secure, location. When using the credit card for Internet purchases, Cardholders should ensure that the site utilizes industry-recognized encryption transmission tools.

LOST OR STOLEN CREDIT CARDS

If the credit card is lost or stolen, contact the credit card company and the Autism Society of Maine accountant immediately.