

ST. JOSEPH ACADEMY (SJA)

Department	Finance
Number	200.1.4
Effective Date:	July 2, 2009
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I. Purpose:

St Joseph Academy issues corporate credit cards to employees that have established requirements for the cards. Employees have the option to use either a personal card or a corporate card. Corporate cards are issued with the respective SJA assuming the liability.

II. Objectives

1. To allow personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel and business expenses.
2. Regular office purchases (i.e. supplies) are invoiced directly and are not charged to credit cards.
3. To improve efficiency and reduce costs of payables processing.

III. Procedures

- A. Corporate credit cards will be issued to staff only with approval of the CEO and Director of Finance.
- B. Credit cards will only be used for business purposes. Personal purchases of any type are not allowed. Any personal charges incurred on a corporate card will be the responsibility of the employee.
- C. Employees with a corporate credit card will receive a monthly credit card bill from accounting and must review it for accuracy. Receipts must be attached with submission.
- D. Account numbers need to be indicated on the Credit Card Itemization Form. The employee must authorize payment of the bill by signing the last page of the bill and forward said document in time for timely payment to the Finance Department.
- E. Employees not submitting the bills for timely payment will be charged the late payment charge incurred by SJA for said delay.
- F. The following purchases are not allowed:
 - Alcoholic beverages/tobacco products
 - Capital equipment
 - Construction, renovation/installation
 - Controlled substances
 - Items or services on term contracts
 - Maintenance agreements

- Personal items or loans
 - Purchases involving trade-in of ministry property
 - Rentals (other than short-term autos)
 - Telephones, related equipment, or services
 - Gift cards used for presents given to staff. Unless added to payroll as taxable income prior approval must be received by the Executive Director and Finance Director.
- G. Any other items deemed inconsistent with the values of the St. Joseph Academy.
- H. Cash advances on credit cards are **not** allowed.
- I. Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.
- J. Employees using their own credit cards for business related expenses must follow the Expense Reimbursement procedure.

IV. Best Practices

- Keep the card in a safe location at all times
- Use the card for business purposes only
- Notify vendors of tax exemption status
- Review monthly statements and reconcile all transactions
- Forward documentation to Finance in a timely manner to avoid late fees
- Do not share your card

Approved by: Tabitha Jones Date 1/6/2021
President/CEO

**St Joseph Academy
CARDHOLDER AGREEMENT**

I, _____, hereby acknowledge receipt of the following credit card: _____ / _____ - _____ - _____ - _____
(type of credit card) (credit card number)

I understand that improper use of this card may result in disciplinary action, as outlined in the policies, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Credit Card Procedure.

I acknowledge receipt of said Agreement and Procedure and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the ministry and that the ministry will be liable to _____ for all charges made on this card.
(Name of Credit Card Company)

I will strive to obtain the best value for the Ministry when purchasing merchandise and/or services with this card.

As a holder of this Ministry card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Director of Finance, upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the Ministry will be entitled to reimbursement from me of such purchases by cash, check or payroll deduction if necessary. The Ministry shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature _____ Date _____
(Cardholder)

Signature _____ Date _____
(Director of Finance)

Accounting Department use only: Date _____ Amount approved \$ _____ Signature _____ (Director of Finance)
