

Great Rivers Behavioral Health Administrative Services Organization

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| Policy Title: | Organization Credit Card | Policy No. 1016.00 |
| Category: | Administrative | Date Adopted: 03/13/2020 Date Revised: Date Reviewed: |
| Reference: | RCW 43.09.2855 | |

Policy:

- 1.1. Great Rivers Behavioral Health Administrative Services Organization, LLC ("Great Rivers BH-ASO") shall maintain up to 2 credit card accounts and implement adequate controls to safeguard their use.
- 1.2. Credit Card holders and users shall be responsible for following financial policy, utilization of the card, maintaining documentation, and receiving approval from executive or designee whom has knowledge of company budget.

Procedure:

- 2.1. The purpose of these procedures is to control the use of the credit card and safeguard the organization, its employees and agents and to eliminate potential unnecessary paperwork, reduce acquisition costs and time and enhance quality of service.
- 2.2. All purchases with credit cards must be made in compliance with Great Rivers' BH-ASO policies and applicable state statutes and federal laws.
- 2.3. Great Rivers BH-ASO entity card holders will be required to complete a Credit Card Utilization form that will include
 - 2.3.1. Approval by applicable entity executive and CED to assign credit card to employee,
 - 2.3.2. Identified staff that have authority to approve purchase,
 - 2.3.3. Defined list of what the card is prohibited from using,
 - 2.3.4. The role and responsibility of the card holder and user, and
 - 2.3.5. Signature of the card holder accepting the responsibility.
- 2.4. All credit card transactions will be matched with an invoice. Additionally, a packing slip noting the item was received will be attached when applicable.
- 2.5. Credit Card Account Utilization Guidelines:
 - 2.5.1. Pre-authorized purchases using the Great Rivers BH-ASO Credit Card Account require itemized sales receipts for all transactions that clearly describe the item's purchase price and any applicable shipping charges and tax.
 - 2.5.2. In the event a damaged shipment is received, the Great Rivers BH-ASO entities staff receiving the shipment is responsible to note the damage and notify the carrier. This may include a claim for resolution of damages.
 - 2.5.3. In the event there is a disputed charge on the statement, the Great Rivers BH-ASO will help resolve this dispute with the vendor and the Credit Card Account agent. Accounting will note the disputed item to the Credit Card Account agent.
 - 2.5.4. The item will not be paid until the dispute is resolved.

- 2.5.5. The user is financially responsible for unauthorized(non-fraudulant) purchases not supported by receipts. Such transactions must be immediately reimbursed in full to the organization.
- 2.5.6. The Great Rivers BH-ASO Fiscal Manager with approval of the CED has the discretion to cancel a card at any time should there be in-appropriate use.

2.6. Credit Card Exclusions:

- 2.6.1. Cash advance of any type, personal purchases of any type, personal or professional services of any type.

2.7. Limits:

- 2.7.1. The Credit Card Accounts have up to the maximum limit of \$10,000.00 and company total credit card amount shall not exceed \$20,000.00. The maximum amount can be changed only by action of the Great Rivers BH-ASO Governing Board.
 - 2.7.1.1. Great Rivers BH-ASO Fiscal Manager shall be responsible for ensuring that those approved by Great Rivers BH-ASO entities applicable executives is within the criteria defined and Credit Card Utilization form is signed.

2.8. Internet Purchases:

- 2.8.1. The only time the Credit Card Account number(s) shall be entered into a web browser to purchase items is in a secure transaction environment. This can be verified only when transacting business on a secured server. Alternate choices include printing the order form and faxing the information to the vendor, or call the vendor over the phone.

POLICY SIGNATURE

Edna J. Fund, Chair
GRBH-ASO Governing Board

Date