**EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER, INC.**

**DEBIT CARD PROCEDURE**

**POLICY:**

There is one Bank Debit Card. It is kept in a locked file cabinet in the Accounts Payable Office located at 1500 N. 6th Street, Ponca City, Oklahoma, 74601.

**PROCEDURE**:

1. When the Debit card is checked out, the date and by whom is noted in the card file.
2. Approval of use of the Edwin Fair Debit Card is as follows:

$199 or less – Coordinator Approval

$1000 or less – Executive Director or CAO

Any Debit Card purchase over $1000 must be approved by both the Executive Director and the CAO.

1. When the card is requested for a purchase, a signed purchase order is presented to the Accounts Payable Staff. An Edwin Fair approved check signer is then notified to ensure the amount of money needed is on the card for the purchase.
2. After the purchase, the receipt for purchase and Debit Card are returned to Accounts Payable Staff. The date of return is noted in the card file and the receipt for purchase is attached to the purchase order.