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

**CREDIT CARD AND AGENCY LINES OF CREDIT PROCEDURE**

**POLICY:**

All credit cards such as Wal-Mart, Inc., Dollar General, and Gas Cards used for the company vans; are to be kept in the controlled cash box at each office location. Coordinator or assigned employee will be responsible for those cards.

**PROCEDURE:**

1) When the card is checked out, the date and by whom is so noted on the card cover.

2) Employee must have an approved purchase order signed by Coordinator on purchases under $200.00 and signed by Executive Director or Chief Administrative Officer on purchases over $200.00.

3) When the card is requested for a purchase, a signed purchase order is presented to the assigned staff at the appropriate location.

4) After the purchase, the receipt for purchase and card are returned to assigned staff. The date of return is noted on the card cover and the receipt for purchase is attached to the purchase order. The purchase order and receipt are then delivered to the Accounts Payable Clerk.

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