4.7.a SIERRA KINGS HEALTH CARE DISTRICT
FINANCE
POLICIES AND PROCEDURES

CREDIT CARD POLICY – in the day-to-day operation towards the furtherance of the Sierra Kings Health Care District (referred to as the District).

Purpose:
The purpose of the policy is to develop the capacity of the District to facilitate relevant business transactions via the use of a credit card to be issued to the Chief Executive Officer and other designated staff for the sole purpose of District business.

The District will possess purchase credit card consistent with that had by other state and local government agencies. The card is assigned by name to a specific card holder, and only that card holder may use the card. The card holder is responsible for any charges or uses of the card and cannot delegate the use of the card to other staff. The card is issued specifically for travel purposes and relevant business transactions and may be limited by access codes to uses as outlined by the District.

Policy & Procedure:
It is the policy of the District that the credit card will be used for the sole purpose of District business as follows:

Card Issuance Criteria
The credit card will be issued to the Chief Executive Director (CEO) and staff as designated by the Chief Executive Officer.

Credit Card Training
Training will be provided to cardholders and consist of appropriate uses of the card, spending limits assigned to the card, expenditures that are prohibited, cardholder responsibilities as well as clarification of any questions the user might have. Training will be provided by the credit card representative.

Cardholder Responsibilities
1. Ensure that the card is only used for allowable District business.
2. Ensure that the expenditures are within the budget approved by the District.
3. Maintain the card in a secure location at all times.
4. Not allow for anyone else to use the card.
5. Adhere to the purchase limits and restrictions of the purchasing card.
6. Keep all sales slips, register receipts, and purchasing card slips for support of the reconciliation process.
7. Attempt to resolve disputes or billing errors directly with the vendor and contact the Chief Executive Officer or Chief Finance Officer if the issue is not resolved.
8. Ensure that an appropriate credit or billing error correction for the dispute is on the subsequent cardholder statement.
9. Do not accept cash or credit to a personal credit card in lieu of credit to the purchasing card account.
10. Immediately report a lost or stolen card to the issuer (24 hours per day, 365 days per year) and to the Chief Executive Officer or Chief Finance Officer during normal working hours. (see Lost Misplaced or Stolen CAL-Cards section).

11. The credit card must be returned to the Chief Executive officer or Chief Finance Officer prior to termination of employment or retirement.

District Credit Card Coordinator

1. The Chief Executive Officer oversees the credit card.
2. The CEO will complete training by the credit card representative before the card is released.
3. The CEO will handle disputed charges/discrepancies.
4. The CEO will receive the bill and review purchases.
5. The CEO will forward the invoice to the Business Office for payment.

Cardholder Liability

The credit card shall be issued in the Chief Executive Officer's name or other staff's name as designated by the Chief Executive Officer. It does not impact the holder's personal credit; however, it is the cardholder's responsibility to ensure that the card is used within the guidelines of these policies and procedures, as well as the guidelines of the credit card provider. Failure to comply with guidelines may result in permanent revocation, notification of the situation to the District, and further disciplinary measures that may include involuntary termination.

Cardholder Termination

The account will be closed if the Chief Executive Officer or other designated cardholder staff leaves the District or is terminated. Causes for card termination are:

1. The card is used for personal or unauthorized purposes.
2. The cardholder allows the card to be used by another individual.
3. The cardholder fails to provide the required receipts for purchases.
4. The cardholder fails to provide, when requested, information about any specific purchase.
5. The cardholder does not adhere to the card policies and procedures.

Lost Misplaced or Stolen Credit Cards

When a credit card is lost or stolen, the cardholder must immediately notify the credit card vendor, and the Chief Executive Officer or Chief Finance Officer with the following information:

1. Cardholder's complete name
2. Account number
3. Circumstances surrounding the loss of the card
4. Any purchases made on the day the card was lost or stolen
5. Details of last purchase amount and location
6. Cardholder verification information (one or all of these may be asked)
    - *Zip Code
    - *Phone number
    - *Number in lieu of Social Security Number

Erroneous Declines

Should a card be declined by a vendor, the cardholder should immediately contact the credit card vendor for assistance. If the purchase is being made outside of normal District business hours, the cardholder must find an alternate payment method or terminate the purchase.

Credits

Vendors will issue all credits to the individual credit card account for any item that is returned. The credit should appear on a subsequent statement. Under no circumstances should a cardholder accept cash in lieu of a credit to the account.

Unresolved Disputes and Billing Errors

The cardholder is responsible for resolving any disputed charges or billing errors.

Internal Review Procedure

The internal review process is outlined in the Credit Card Reconciliation Procedure located in the One Drive/Finance/Accounting/Handbook.

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