



10570 S. Federal Hwy., Suite 300 • Port St. Lucie, FL 34952
www.ckkids.net

Series 1000: Funding and Fiscal Management

Policy Name **Credit Card**

Policy Number 1008

Origination Date November 1, 2013

Revision Date: March 9, 2023

Table of Contents

Scope.....	2
Policy.....	2
Credit Card Issuance	2
Use of Credit Card and Authorized Charges.	3
Credit Card Reconciliation.....	4
Attachments.....	5

Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee & the Treasure Coast through a community network of family support services. Our vision is to eliminate child abuse, neglect and abandonment in Okeechobee & the Treasure Coast so all children grow to their full potential.



10570 S. Federal Hwy., Suite 300 • Port St. Lucie, FL 34952
www.ckkids.net

Scope

To utilize credit cards for approved facility and general office needs, purchases on behalf of eligible clients and business travel required of Communities Connected for Kids employee(s). Use of the credit card will embrace the intent and spirit of the State of Florida procurement and travel Law.

It is the responsibility of each authorized Communities Connected for Kids cardholder to secure and invoke its use for authorized purchases only. Use of the credit cards returns the responsibility to the employee to perform travel and procurement transactions in the most economical manner and in the best interest of the lead agency and the State of Florida.

Policy

The corporate credit cards provide an effective means (for Communities Connected for Kids and the individuals), to simplify the procurement of approved purchases, travel, provide a method of purchase for services only sold to the State through invoicing process, and emergency purchases as well as reduce costs through tax exempt status and process efficiency.

The purpose of this policy is to provide guidelines for use, reconciliation, and payment for authorized credit card purchases. This policy highlights the procedures and introduces employees to the forms used for recording expenses.

Credit Card Issuance

A Communities Connected for Kids' supervisor may apply for a corporate credit card on behalf of a staff member by using the Application for Communities Connected for Kids Corporate Credit Card form (Exhibit A). The application must include a nomination by the employee's supervisor who will provide justification concerning the business need and benefits realized by the agency through approval of the card to the employee.

All corporate credit card requests must be approved by the Chief Executive Officer's designee, including transaction authority limit. Once approved, requests will be forwarded to Communities Connected for Kids Finance Department for acquisition through the current financial vendor.

Upon receiving the approved corporate credit card via USPS Mail at their home service center, staff are responsible for activating the card by following instructions in the provided envelope and ensuring the card is maintained in a secured environment to alleviate the risk of fraudulent charges.

Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee & the Treasure Coast through a community network of family support services. Our vision is to eliminate child abuse, neglect and abandonment in Okeechobee & the Treasure Coast so all children grow to their full potential.



10570 S. Federal Hwy., Suite 300• Port St. Lucie, FL 34952
www.ckkids.net

Should there be a change during cardholder's employment in which it is determined by management that a corporate credit card is unnecessary, the cardholder will surrender the card to the supervisor or Finance department designee upon request.

Use of Credit Card and Authorized Charges.

Each staff is assigned an approved per transaction limit, per purchase financial limit and monthly credit line. It is staff responsibility to stay within their purchasing limits each monthly billing cycle. Approved limits can be referenced on staff's submitted Application for Corporate Credit Card (Exhibit A).

Credit cards may be used only for purposes of official business and not for any personal expenditures. Examples of allowable business type expenses are: event facilitation, staff/client travel arrangements, conference registrations, general facility / office needs, emergency procurement, and all programmatic expenses approved within signature authority limits of program director, etc.) provided that such credit card is valid, has not been suspended or canceled by the charge card company, and the cardholder is employed by Communities Connected for Kids. The cardholder will agree to utilize the organization's Sales Tax Exemption Certificate when making purchases with the card, whenever possible. If sales tax is accrued, the cardholder should make every attempt to have the charge removed.

If the corporate credit card is used erroneously, the cardholder will be responsible for said charges and reimburse Communities Connected for Kids for the total amount within the billing month. Should a second instance occur, the cardholder will receive a written warning that privileges will be suspended upon any additional occurrence.

Travel expense charges are limited to airline tickets, vehicle rental, associated gasoline, lodging and ancillary parking. The use of the corporate credit card for personal meals and / or beverages of any type are prohibited unless specifically authorized in advance.

All purchases more than the cardholders' designated transaction authority must include supervisors written approval, with the exception of Executive level staff. Should the need arise to temporarily increase the credit limit to accommodate a purchase in excess of the designated transaction authority, a request may be submitted to the Finance Department. Approval by the cardholder's supervisor and Executive Management must be obtained. The increase is authorized for one credit statement cycle and two extensions are allowed, for no more than a total of 90 days. If additional extensions are requested, an evaluation of the cardholder's purchasing habits will be done to determine whether the change should be permanent.

All computer related purchases must follow the approved Communities Connected for Kids Purchasing and Property Management policies.

The cardholder is required to immediately notify their supervisor AND the issuing charge card company if the

Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee & the Treasure Coast through a community network of family support services. Our vision is to eliminate child abuse, neglect and abandonment in Okeechobee & the Treasure Coast so all children grow to their full potential.



10570 S. Federal Hwy., Suite 300• Port St. Lucie, FL 34952
www.ckkids.net

employee's corporate credit card is lost, stolen, or used without permission. Notification must be made by telephone then followed with written confirmation.

The cardholder is liable for all unauthorized, inappropriate or non-business charges made to their corporate credit card pending review and investigation by Communities Connected for Kids and the Credit Card Company. Release of liability to the cardholder is contingent upon the findings of the investigation. The employee is required to complete all necessary paperwork associated with disputed charges.

Credit Card Reconciliation

Each cardholder is responsible for completing and submitting a signed and approved Purchase Requisition Form (Exhibit C) to the finance department **no later than the next business day following the transaction.** All required documentation should be submitted to CCKFinanceDepartment@cckids.net

Communities Connected for Kids' Finance department will review all charges incurred on each assigned corporate credit card during the monthly billing cycle and seek to obtain required documentation to support the expense. Once acquired, the Finance department will verify the accuracy of the statement and attach all correlating receipts provided by the cardholder along with the Monthly Credit Card Summary to ensure the card is paid in full monthly. If a receipt is missing, the finance team will contact the respective cardholder for explanation.

If purchases are made on behalf of any client in care, their full name, DOB & FSFN case # should be provided on the Purchase Requestion under the special instructions box' for accurate Federal/State Claiming.

All original receipts should be scanned via Adobe PDF Pro, and include at minimum the date of transaction, amount, item purchased, FSFN client information (if applicable), and the business reason for purchase.

All receipts and documentation for travel expenses charged to the corporate credit card such as airline tickets, vehicle rentals, and lodging, must be attached to the documents submitted to Finance in the manner listed above. In addition, a photocopy of these travel charges must also accompany the Extended Travel and Corporate Credit Card Travel Reimbursement request, when applicable.

Any missing receipt will be the responsibility of the cardholder. If the receipt cannot be located or reproduced, the employee will complete a Certification of Missing Receipt form (Exhibit D) for the expenditure and present to their supervisor for signature. This form will replace the receipt as backup to the expenditure. If the expense is determined to be unauthorized, it will be the responsibility of the cardholder to pay to Communities Connected for Kids the full amount of the expense. If the balance due should extend over more than one billing cycle, then the cardholder will also be responsible for any respective finance charges.

Communities Connected for Kids will issue payment of corporate credit card statements on behalf of the cardholder based on reconciliation documentation. Any un-reconciled, undisputed charges will be the responsibility of the cardholder and are unallowable. Continual abuse of Communities Connected for Kids corporate credit card policies will result in corporate credit card privileges being revoked and possible

Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee & the Treasure Coast through a community network of family support services. Our vision is to eliminate child abuse, neglect and abandonment in Okeechobee & the Treasure Coast so all children grow to their full potential.



10570 S. Federal Hwy., Suite 300 • Port St. Lucie, FL 34952
www.ckkids.net

disciplinary action.

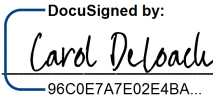
Termination of Employment

Termination of the cardholder's employment or charge privilege revocation will result in immediate cancellation and return of the cardholder's corporate credit card. Communities Connected for Kids will immediately coordinate with the credit card company the effective date of cancellation and destroy the card.

At employee termination, or charge privilege revocation, the corporate card must be secured from the assigned cardholder by the cardholder's supervisor, and subsequently forwarded to the Finance Department for destruction. Finance Department will immediately notify the card issuer to cancel the account.

Attachments

Exhibit A	Application for Corp Credit Card
Exhibit B	Cardholder Agreement – PNC
Exhibit C	PR Form
Exhibit D	Certification of Missing Receipt

Approved:  96C0E7A7E02E4BA...

Carol DeLoach, CEO

03/20/2023

Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee & the Treasure Coast through a community network of family support services. Our vision is to eliminate child abuse, neglect and abandonment in Okeechobee & the Treasure Coast so all children grow to their full potential.