

## Credit Card Policy

### 1. Purpose

The purpose of this policy is to establish guidelines for the issuance, use, and management of company-issued credit cards to ensure compliance with financial regulations, minimize the risk of fraud or misuse, and maintain transparency and accountability in financial transactions.

### 2. Issuance of Credit Cards

- Credit cards will be issued to employees and staff of fiscal sponsorships under AHA who require them for business-related expenses, such as travel, accommodations, supplies, and equipment, as approved by AHA's Director.
- AHA accounting staff will manage the issuance of credit cards to ensure compliance with AHA's policies and procedures.

### 3. Authorized Use

- Company-issued credit cards are to be used solely for business-related expenses.
- Personal use of company credit cards is strictly prohibited.
- Credit Card Holders are responsible for safeguarding their credit cards and must not share their card details with anyone else.

### 4. Expense Reporting

- Credit Card Holders are required to submit accurate and timely receipts for all transactions made using the company credit card.
- Receipts must include detailed information such as date of transaction, vendor name, description of expense, and receipt documentation.
- Any discrepancies or questionable expenses should be reported to AHA's accounting staff immediately.

### 5. Spending Limits

- Each credit card will have a predefined spending limit based on the card holders position and business needs.
- Requests for temporary increases in spending limits must be approved by the AHA's Director.
- Spending limits are based on the amounts set in the Standard Operating Procedures, if a purchase is over those limits contact AHA Director for approval before purchase.

### 6. Receipt Retention

- Credit Card Holders must retain receipts for all credit card transactions.
- Original receipts should be submitted whenever possible. In cases where original receipts are unavailable, card holders must provide acceptable substitutes, such as electronic copies or detailed explanations.

### **7. Reconciliation and Review**

- AHA's accounting staff will reconcile credit card statements on a monthly basis to ensure all transactions are accounted for and compliant with company policies.
- Any discrepancies or unauthorized charges will be investigated promptly.

### **8. Consequences of Non-Compliance**

- Violations of this credit card policy, including unauthorized use, fraudulent activity, or failure to adhere to reporting requirements, may result in loss of credit card privileges and/or disciplinary action, up to and including termination of employment.
- Any suspected instances of fraud or misuse should be reported to the AHA immediately for investigation.

### **9. Policy Review**

- This credit card policy will be reviewed periodically by AHA to ensure its effectiveness and relevance. Updates or revisions may be made as necessary to address changing business needs or regulatory requirements.

### **10. Acknowledgment**

- All persons issued company credit cards must sign an acknowledgment form indicating their understanding of and agreement to adhere to this credit card policy.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Company: \_\_\_\_\_