

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Fiscal	F		249.1
Subject Title	Adopted	Last Revised	Reviewed
Credit Card	9/6/24	NEW	NEW

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness staff members.

1. Procedure

1.1. The CEO and CFO shall be responsible for retaining their own cards.

1.1.1. Receipts should be given to the Fiscal Support Specialist to create POs for all purchases.

1.1.2. Statements will be given to the Accounts Payable Specialist to attach POs and any other proper documentation for all charges.

1.2. The third credit card shall be kept in a locked box in a locked cabinet, under the supervision of the Accounts Payable Specialist.

1.3. Staff requesting the card for business use will need to have a PO issued and approved by the CEO in order to obtain it.

1.3.1. This information will be given to the person requesting the card as well as to the Accounts Payable Specialist by the Fiscal Support Specialist at the time the PO is approved.

1.3.2. When the card is handed out, the Accounts Payable Specialist will record who has the card and will be responsible for ensuring that the card is returned by the end of the day.

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1.4. The Fiscal Support Specialist and the Facility Manager will be allowed to use the card as needed based on prior authorization for purchases by the CEO or CFO.

1.5. The card is to be returned the same day it is taken out unless prior authorization has been given by the CEO or CFO to retain the card overnight.

1.6. If the Accounts Payable Specialist is not available at the time the card is returned, the card is to be turned into clerical staff, who will place it in a locked box in a locked cabinet and notify the AP Specialist that they have the card.

1.7. When the card is turned in, all receipts are to be given to the Fiscal Support Specialist to attach to previously approved POs, which will then be forwarded to the AP Specialist to attach to the credit card statement.

Kerry Possehn, CEO	Date		