

<u>Policy # 20</u>	
<b>SUBJECT:</b>	Credit Card Policy
<b>DATE ISSUED:</b>	July 1, 2021
<b>DATE EFFECTIVE:</b>	July 1, 2016

**PURPOSE:** To clearly define authorized expenses and spending limits of approved card holders.

**BACKGROUND:** The Workforce Innovation and Opportunity Act authorizes staff access to an employee credit card so they can have funds available to them for approved expenses.

**POLICY:** The Workforce Development Board of Kanawha County (WDB-KC) allows staff access to an employee credit card, which may only be used for business related expenses. Any receipt that has been lost will then be the expense of the cardholder responsible. No personal or unauthorized expenses will be reimbursed. The Bookkeeper is responsible for retaining the credit card, tracking credit card balances, and reconciling the statement each month before approval by the Executive Director and submitted to the Fiscal Officer for payment. Employees shall submit an invoice or other proof of purchase to the Bookkeeper at the time of purchase/use.

**ACTION:** Authorized staff will be assigned employee credit cards to have access to available funds at any given time. All expenses must be professional, with original back up documentation for each purchase.