
Subject: Credit Card Policy and Procedure
Source:

Policy

North Texas Parent and Child Development, Inc. credit cards shall only be used for activities related to the program and its operations. Credit cards will be checked out to appropriate staff and monitored through the fiscal clerk's office.

Guidelines

1. The Chase Visa credit card is kept by the Fiscal Clerk and checked out on an as needed basis.
2. Employee must receive a P.O. number prior to purchase. Early Head Start Director must get board approval for any purchases that are not considered day to day operation costs. Operation costs include groceries, infant and toddler care products, janitorial supplies, classroom materials, and parent meeting and teacher training supplies.
3. Immediately following a credit card purchase the employee must submit a requisition with a signed receipt.
4. All purchase orders of credit card purchases must be signed by a person other than the purchaser.
5. At the end of each month and prior to payment, the Director will review all purchases and related documents.
6. In case of any unauthorized purpose, the individual shall immediately reimburse the program for the entire amount.
7. Intentional violation of this policy will result in disciplinary actions up to and including termination of employment.