



Series: Accounts Payable COA: FIN 2, 7.03, 7.04

Procedure Name: Corporate Credit Cards

Procedure Number: AP-410

Revision #/Date: (7) 11/3/09

Effective Date: 02/28/05

Applicable to: Board of Directors and all CBCB Staff

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**SUBJECT:** Credit Card Distribution and Usage

**PURPOSE:** To maintain accurate accounting of all credit card usage by CBCB staff.

**PROCEDURE:**

Credit Cards will only be distributed to CBCB staff to be used for approved travel or other appropriate approved activity. "Other" appropriate activity is defined as purchasing transactions that are not viable through vendor check payment mechanisms and timeliness will not allow waiting for a check to be issued.

#### References

CBCB Policies/Procedures: AP-415, AP-421, AP-432, GOV-201, GOV-208, PR-901

#### Distribution Guidelines

- A. The Chief Executive Officer and/or Chief Financial Officer determine the appropriateness of the need for a credit card to be signed out to a CBCB employee.
- B. All travel or purchase transactions on each credit card issued must be approved by the CBCB employee's direct supervisor. This approval will be submitted on one or more of the following forms: the Travel form, Employee Reimbursement Voucher Other Than Travel form, purchase order, or Credit Card statement (as applicable). It should be noted that all travel will need to be documented by an approved travel form.
- C. The Chief Financial Officer will maintain a Credit Card Issuance Log. Each CBCB staff member receiving a credit card will have to sign for the card.
- D. Monthly, transaction/activity supporting documentation will be provided to the Chief Financial Officer or designee for the usage recorded on each credit card. The payment of the credit card invoice will then be processed in accordance with policy AP-415, AP-421 and AP-432 as applicable.
- E. Any unauthorized or undocumented usage on a credit card will be invoiced to or deducted from the payroll of the applicable CBCB employee incurring the charge. It should be noted that the payment of sales tax will not be reimbursed.

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F. Consistent unauthorized or undocumented business usage or personal usage of a credit card will be grounds for disciplinary action up to and including termination.

G. A credit card and its corresponding limit will be acquired for the following CBCB positions:

Positions	Limits
Chief Executive Officer	\$2,500.00
Chief Financial Officer	\$2,000.00
Chief Operating Officer	\$2,000.00
Chief Personnel & Administrative Officer	\$2,000.00
Chief Compliance & UM Officer	\$2,000.00
Communications Consultant	\$2,000.00
Director of Utilization & Data Management	\$1,500.00
Director– Wraparound & Clinical Care	\$1,500.00
Public Relations Coordinator	\$2,000.00
Network Administrator	\$1,500.00
Training Manager	\$1,500.00
Care Center Manager – North	\$1,500.00
Care Center Manager – Central	\$1,500.00
Care Center Manager – South	\$1,500.00
Business Manager	\$1,500.00
Wraparound Fidelity Coordinator	\$2,000.00
Program Manager – C & F	\$1,500.00
Program Manager – UM	\$1,500.00
Controller	\$1,500.00
Executive Assistant	\$2,500.00
Administrative Assistant to COO	\$1,500.00
Administrative Assistant to CFO	\$1,500.00
Administrative Assistant to CCUMO	\$1,500.00
Care Coordinators (5 positions @ \$300 Card Balance per Position)	\$1,500.00
<b>TOTAL:</b>	<b>\$41,500.00</b>

BY DIRECTION OF THE CHIEF EXECUTIVE  
OFFICER:



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DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 11/3/09