Oregon Family Support Network Policy

Policy Area: Finance	Subject: Policy Manual
Title of Policy: Company Credit Card	Contract Area:
Effective Date: 2.3.2025	Number:
Approved Date: 2.13.2025 Revision Date: 04.17.2026	See Also: Company Credit Card Agreement and SOP
Approved By: Strategic Leadership	

1. Rationale or background to Policy:

Oregon Family Support Network (OFSN) provides company credit cards to employees as a business tool to support efficient operations. This privilege requires a high level of accountability, sound judgment, and strict adherence to organizational policies. Although issued in an employee's name, all credit cards remain the property of OFSN. Cardholders are expected to exercise discretion and integrity in all transactions and to comply fully with OFSN Fiscal Policies and procedures. Adherence to the requirements outlined below is mandatory to maintain credit card privileges.

2. Credit Card Limits:

Credit card limits are assigned based on the employee's role and business needs. Cardholders are responsible for actively monitoring their available balance.
If necessary, cardholders may request early payment processing to maintain sufficient credit availability. Requests for temporary or permanent limit increases must be justified by business need and approved in advance by both the employee's supervisor and the Executive Director.

3. **Authorized Expenses:**

Use of the company credit card must meet all of the following criteria:

a) Expenses must be directly related to official OFSN business.
b) All purchases require prior supervisor approval; any unusual expense (defined as over $30) must be explicitly approved in advance.
c) Expenses must fall within the approved project or program budget.
d) All transactions must be fully and accurately documented in accordance with OFSN procedures.

4. Documentation Requirements:

a) Cardholders are responsible for timely, complete, and accurate documentation of all transactions:
b) **Receipts:** Itemized receipts must be submitted within two (2) weeks of purchase and clearly identify the associated project or funding source.
c) **System Entry:** All transactions and corresponding receipts must be uploaded into the designated HRIS system and recorded within the appropriate pay period.

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d) **Meals and Hospitality:** Restaurant expenses must include both the itemized receipt and the payment receipt.

5. **Missing Receipts:** Cardholders must make a reasonable effort to obtain duplicate receipts. If unsuccessful, a completed Missing Receipt Form, signed by both the cardholder and supervisor, must be submitted in place of the original documentation**Card Custody and Accountability:**

Each company credit card is issued to a specific employee and is not to be shared under any circumstances. The assigned cardholder is fully responsible for safeguarding the card and for the accuracy and legitimacy of all transactions made with it.
Any lost or stolen card must be reported immediately. The cardholder may be held responsible for replacement fees and any unauthorized charges resulting from delayed reporting or failure to promptly identify and report fraudulent activity.

6. **Personal Use Prohibited:**

Use of the OFSN credit card for personal expenses is strictly prohibited under all circumstances.

7. **Misuse and Consequences:**

Misuse of a company credit card constitutes a serious violation of OFSN policy. Any unauthorized, inappropriate, or fraudulent use may result in disciplinary action up to and including termination of employment. In certain cases, misuse may also be subject to legal action. These requirements are established to ensure responsible stewardship of organizational resources and to protect both the employee and OFSN. Continued access to a company credit card is contingent upon full compliance with this policy.