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.

Credit Card Agreement

Congratulations. You have been entrusted with a company credit card as part of your role. This privilege is intended to support your work and improve operational efficiency; however, it carries clear responsibilities.

Although the card is issued in your name, it remains the property of Oregon Family Support Network (OFSN) and must be used strictly in accordance with OFSN policies. By signing this agreement, you acknowledge that you understand and will comply with all applicable policies and the guidelines outlined below.

As an authorized cardholder, I understand and agree to the following terms and conditions regarding the use and safekeeping of my assigned credit card:

1. **Card Security and Use**
   I accept full personal responsibility for safeguarding the credit card assigned to me. The card may not be used by anyone other than myself. All charges are recorded as a receivable and are solely associated with me as the cardholder.
2. **Purchase Authorization**
   I will discuss routine purchases with my supervisor in advance. Any unusual purchase (defined as over $20) requires prior supervisor approval.
3. **Spending Limits and Pre-Approval**
   I understand that any single charge exceeding the following limits requires prior written approval from the Executive Director:
   - Staff: $250
   - Managers: $500
   - Directors: $1,000
4. **Rewards**
   I understand that any credit card rewards (if applicable) belong exclusively to OFSN and may not be used for personal benefit.
5. **Receipts and Documentation**
   I am responsible for obtaining and submitting all original, itemized receipts (including credits). I will comply with OFSN procedures by:
   - Entering all charges into Paycom with correct coding and uploading itemized receipts
   - Notifying the Finance and Operations Director and my supervisor of any incorrect or questionable charges
   - Taking initiative to resolve errors directly with the credit card provider
   - Submitting receipts weekly, and within the payroll reporting period following any travel

6. **Allowable vs. Non-Allowable Charges**
   I understand that all credit card purchases create a receivable balance in my name. I am responsible for reimbursing any charges deemed non-allowable before the monthly statement is paid by OFSN.
7. **Repayment and Payroll Deduction**
   If I fail to repay non-allowable charges, I authorize OFSN to withhold the full amount from any payments due to me, including payroll. Repeated non-compliance (more than once within a 12-month period) may result in suspension of card privileges and disciplinary action.
8. **Appropriate Use**
   I will not use the credit card for personal expenses, non-OFSN business, or any unauthorized purchases.
9. **Lost or Stolen Cards**
   I will immediately report a lost or stolen card to:
   - The credit card company
   - The Finance and Operations Director
   - My supervisor (or the Executive Director if others are unavailable)

I will follow up with written (email) notification documenting the date, time, and contact person, and will work directly with the card issuer to resolve any resulting issues.

10. **Monitoring and Review**
    I understand that all transactions are subject to review through management reporting to ensure compliance with OFSN policies.
11. **Consequences of Misuse**
    Failure to comply with these terms, or misuse of the credit card, may result in:
    - Revocation of credit card privileges
    - Disciplinary action
    - Termination of employment
    - Legal action, if applicable
12. **Return of Card**
    I agree to surrender the credit card immediately upon request, or upon resignation or termination of employment. Cards may be canceled at any time at the discretion of the Executive Director or designee.

Acknowledgment

I, ______________________________, have received an OFSN credit card (last four digits: _____________) on ___________________ (date). I have read, understand, and agree to comply with the terms and conditions outlined above.

Employee Signature: ______________________________

Date: ______________________________

Copy to be retained on file

Standard Operating Procedure

SOP TITLE: Company Credit Cards	SOP NUMBER:	EFFECTIVE DATE: 4.17.23 REVISON DATE: 2.13.2025, 04.03.2026, 04.17.2026	RELATED POLICY(S): Company Credit Card Policy and Employee Credit Card Agreement

APPROVAL BLOCK

APPROVALS	TITLE	SIGNATURE/DATE
Prepared By/ Revised By:	Deputy Director, Finance and Operations Director	3.20.23, 02.04.2025, 04.17.2026
Reviewed By:	Executive Leadership, Strategic Leadership Team	4.17.23, 02.13.2025
Approved By:	Executive Director, Strategic Leadership Team	4.17.23, 02.13.2025

1. PURPOSE

To establish guidelines that articulate the process of requesting, delivering and using OFSN credit cards.

2. PROCEDURE

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Responsible Party	**Action Step**
	Working Instruction
Completed during NEO	1. During New Employee Orientation, the Paycom onboarding workflow generates a request to Payroll to issue a company credit card to the employee.
Finance and Operations Director	2. Completes credit card application including set dollar amount of credit. (FSS/Assistants-$500, Managers, Events Coordinator and Digital Marketing and Office Administrator - $1000, Trainer- $2000, Directors $3000) and sends to credit card company
Executive Director	3. If there are extraordinary circumstances that require the above amounts to be higher or temporarily increased due to travel, it must be approved by the Executive Director.
Office Admin	4. When credit card is delivered to the statewide office, Office Admin will notify the employee and schedule an in-person meeting for the employee to pick up the card within 1 week OR the Office Admin will send the credit card using priority tracking.
Employee	5. Employee will sign the OFSN credit card agreement form when picking up credit card or will return via email to admins@ofsn.net within 48 hours of receipt of the card in the mail.
Office Admin	6. Credit Card agreement is uploaded into employees file in Paycom.

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Responsible Party	**Action Step**
	Revising, Routing and Approving SOP
	7.
	8.
	9.

3. DEFINITIONS/ACRONYMS

SWO – Statewide Office

4. ASSOCIATED FORMS

Employee Credit Card Agreement

Standard Operating Procedure

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HISTORICAL RECORD

REV #/DATE	WRITTEN/ REVISED BY	DESCRIPTION OF CHANGE
02.04.2025	Finance and Operations Director	Changed HR to People and Culture Director, Changed distribution of credit card from accounting clerk to SWO Admin.
04.03.2026	Finance and Operations Director	Changed People and Culture Director to Finance and Operations Director, Changed distribution of credit card from SWO Admin to Office Admin.
04.17.2026	Finance and Operations Director	Added limit for Directors and verbiage regarding increase or temporary increase due to travel