



## PROGRAM HOSTING CREDIT CARD POLICY

This Corporate Credit Card Policy (hereinafter referred to as the “Policy”) sets forth the guidelines that will be applied to all Nonprofit Partners, Inc. (hereinafter referred to as “NP” or the “Company”) Program Hosting Staff who are issued a corporate credit card. The Policy conveys Company expectations and procedures for the issuance, application, use, safeguarding, payment, and termination of the corporate credit card. This Policy will be effective as of July 1, 2024. Program Hosting Staff and their Program Hosting Executive Directors are responsible for ensuring that Program Hosting Staff adheres to this Policy, thereby taking appropriate measures to minimize the risk of fraudulent or corrupt corporate credit card use. The corporate credit card is meant to allow Program Hosting Staff access to efficient, flexible, and alternative means of payment for approved expense.

### Authorization and Approval

The Community Foundation for the Alleghenies maintains a corporate credit card program for NP’s Program Hosting Staff who will regularly incur business expenses. If the Program Hosting Executive Director deems it necessary for a Staff member to be issued a corporate credit card, the Program Hosting Executive Director must submit a written request to the NP Accounting Assistant that includes the following information: the Staff member’s first and last name to be shown on the corporate credit card, a cell phone number to be added to the Staff member’s account for fraud alerts, and justification for the issue. See “Credit Card Request Form.”

### Procedures and Policy

#### **Use and Financial Responsibilities**

The Program Hosting Staff member agrees to comply with all the applicable policies and procedures of NP, including this Policy. The corporate credit card is to be used ONLY for official business expenditures, not personal expenses. The Staff member is responsible for ensuring that the corporate credit card purchases are within the Program’s budget and properly approved per each Program Hosting policy. The Program will pay for the total balance by the payment due date each month for each charge by the Program Hosting Staff member.



### **Credit Spending Limits**

The credit limit will be determined on a case-by-case basis by the NP Accounting Associate after a conversation with the Program Hosting Executive Director on a basis of need and budget.

### **Credit Card Statements**

Corporate credit card statements will be emailed to the appropriate Program Hosting Staff member appointed by each Program Hosting Executive Director by the 10th of each month. Expenditure logs along with receipts must be sent to the appropriate staff at NP for review by the 16th of the same month. If the corporate credit card expenditure logs and receipts are not received by NP by the due date, NP may send a reminder to the Program Hosting Executive Director of his or her obligations under this Policy. However, NP is not obligated to send a reminder to the Program Hosting Executive Director, and any reminder that is sent will be considered a courtesy. The failure of NP to send a reminder does not relieve the Program Hosting Executive Director of his or her obligations under this Policy. Continued or repeated non-conformance to this Policy may result in the cancellation of the corporate credit card and/or such other actions as appropriate, including charging late fees and penalties to the Program.

### **Receipts and Transaction Logs**

Program Hosting Staff must maintain physical proof of each credit transaction with the corporate credit card and provide an itemized receipt when practicable. Failure to provide receipts or credible explanation for any transactions may result in the forfeiture of the right of reimbursement and other disciplinary action. Credible transactions should be listed on the corporate credit card log and contain the following information when appropriate: date of purchase, vendor name, description of purchase, total, account code, and funding source for each expenditure.

### **Credit Card Violations and Consequences**

Corporate credit card violations may include, but are not limited to, obtaining cash advances, charging personal transactions to the corporate credit card, allowing unauthorized users to access or use the corporate credit card, exceeding the corporate credit card limit, and failing to promptly return the corporate credit card when a Program Hosting Staff member is reassigned or terminated. To ensure compliance with this Policy, Program Hosting Staff member



transactions will be reviewed and scrutinized by NP and may be subject to both internal and external audits at the sole discretion of NP. A violation of this Policy, or of any Company policy that may apply to this Policy, as determined by NP, may result in disciplinary action including, but not limited to, cancellation of the corporate credit card, withdrawal of corporate credit card privileges, suspension, and/or termination, which shall be determined on a case-by-case basis at the sole discretion of NP. NP also reserves the right to recover monetary considerations from Program Hosting Staff.

### **Ownership and Cancellation of the Credit Card**

The corporate credit card may not be transferred, assigned to, or used by anyone other than the designated Program Hosting Staff member. The Program Hosting Staff member is accountable for all activity on the corporate credit card. NP may suspend or cancel corporate credit card privileges at any time for any reason. Upon request by NP, the Program Hosting Staff member must forfeit the corporate credit card to the NP Accounting Assistant within three business days and is prohibited from using the corporate credit card for any purchases during that time. In the event that a Program Hosting Staff member is resigning or otherwise leaving his or her position with the Program, the Program Hosting Staff member must return the corporate credit card to NP and must reconcile all expenditures with the corporate credit card since the last corporate credit card statement. It is the responsibility of the departing Program Hosting Staff member to ensure that the account is settled prior to leaving his or her position.

### **Disputed Items**

It is the Program Hosting Staff member's responsibility to review statements and notify NP's Accounting Associate of any erroneous charges, returns, adjustments, or other disputed transactions to ensure proper credit is given on subsequent statements.

### **Protecting the Credit Card**

Lost or stolen corporate credit cards must be reported by the Program in writing to the Accounting Assistant at NP within two business days of discovering that the corporate credit card has been lost or stolen. In the instance of loss or theft of the corporate credit card, while conducting business overseas, the Program must notify NP's Accounting Assistant within two business days of returning to the official place of business.



### **Safekeeping**

Newly issued corporate credit cards should be signed immediately by the Program Hosting Staff member upon receipt. When using the corporate credit card for approved internet transactions, care should be taken that the site utilizes recognized encryption technology. Corporate credit card numbers should NOT be saved or stored in online accounts. When the corporate credit card has expired and/or the Program Hosting Staff Member has received a new corporate credit card, the Staff Member should cut the old corporate credit card in half and discard it. The Staff Member should ensure that the corporate credit card is returned after each in-person transaction.

### **Contact Information**

For any issues, comments, or questions regarding this Policy, please contact Victoria Kimmel at [payments@nonprofit-partners.org](mailto:payments@nonprofit-partners.org) or (814) 200-9066.