

Policy: Indiana Coalition to End Sexual Assault shall abide by all protocols and regulations regarding credit card use, and shall implement such internal procedures to ensure compliance and appropriate controls.

Purpose: ICESA maintains a corporate credit card in the CEO's name for authorized purchases.

Procedure:

A. Credit Card Use

1. Use of the ICESA Corporate credit card must be approved by the CEO before use.
2. The credit card is kept locked in the fireproof file cabinet when not in use. The Office Manager retains the key for safe keeping.
3. The credit card must be signed out if used away from the office. A sign out sheet including the name of the person taking the card, date taken and date to be returned, purpose and estimated amount to be charged to the account. The card will be picked up from and returned to the Office Manager.
4. A Credit Card Request form must be filled out detailing the vendor, purpose/description of items to be purchased, account number(s), Program, Grant (if applicable), dated and signed by the person requesting use of the card. A form must be used for each credit card transaction/purchase.
5. All approved credit card purchase requests must be turned in with an itemized detailed receipt to the accounting department for input into ICESA's financial system.
6. The CEO, Board President or Board Treasurer are the only persons authorized to secure a credit card/account in the name of ICESA.
7. All credit cards/accounts must be approved by the Board Finance Committee.