



SSWSC Credit Card Use Policy

Credit Card use and submission

All purchases for SSWSC (Club) should be made on a Club issued credit card. All expenses must be submitted within 5 days of the purchase using the Club card expense management system. All expense submissions must include a receipt, expense type, department (if required), and brief description of the charge. Expenses will then be reviewed by the assigned approver.

If expenses are not submitted within the expense submission deadline the following actions will be followed:

1. 7 days overdue- The users Club credit card will be Admin Locked and an email will be sent to the user and approver
2. 15 days overdue- The user will be issued a written warning and meet with the Director of Finance and other staff as deemed appropriate.
3. 30 days overdue- The user will be issued a performance improvement plan related to these matters and may be suspended from coaching/work with or without pay.

Personal Card Use

Personal cards should not be used for Club purchases and every safeguard should be taken by the employee to not use personal cards for Club purchases. In the event that a personal card has to be used in an emergency situation a personal reimbursement must be submitted using the current Club expense management system. A receipt **MUST** be uploaded with the reimbursable expense. In the event that a receipt is not uploaded the expense may not be reimbursed.

If an employee is making both a personal and Club related purchase at a vendor the Club purchase **MUST** be separate from the personal purchase. Example: If you are at the grocery store purchasing personal groceries as well as items for the club you should have 2 separate transactions, one for personal groceries and one for the Club items. Club items should be purchased on a Club credit card.

There are some occasions when a personal card may be used for Club purchases (travel related), but these occasions must be approved on a case by case basis. Approval must be obtained from the Executive Director and Finance Director by email. These cases must be approved **EVERY** time. If approval is not received or a receipt is not uploaded in the expense management system these charges may not be reimbursed.

Personal Charges on the SSWSC (Club) Card

Club cards should not be used for personal purchases and every safeguard should be taken by the employee to not use Club cards for personal purchases. In the event that a Club card is accidentally used for a personal purchase the transaction must be marked as personal in the Club Expense Management System, the receipt must be uploaded and the transaction must follow the Expense Management System approval process.

Example: You make a purchase on Amazon personal in nature, but accidentally charge it to your Club credit card. Some safeguards preventing this from happening are: Not saving your

Club card with vendors where you also make personal purchases or Naming your Club card with "SSWSC" and checking the card you are using every time you make a purchase.

If personal charges are made on the Club credit card the following actions will be taken:

1st time in a Quarter- No formal action will be taken and the personal charge will be deducted from the employees paycheck.

2nd time in a Quarter- The user will be issued a written warning and will be required to submit a written explanation of why the personal charge was made using a Club card.

The personal charge will be deducted from the employee's paycheck.

3rd time in a Quarter- The users Club card will be admin locked and the user will be issued a performance improvement plan and may be suspended from coaching/work with or without pay. The personal charge will be deducted from the employee's paycheck.

Name: _____

Date: _____

Signature: _____