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Document Scope: (applies to Policy & Procedure only)

- X – The requirements herein apply only to the GCBH Central Office and its functions.
 - The requirements herein apply, verbatim, to GCBH and its network providers².
 - The requirements herein apply both to GCBH and its network providers². Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.
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PURPOSE: To define the requirements for use of Greater Columbia Behavioral Health (GCBH) credit cards for the sole purpose of covering expenses in accordance with RCW 43.09.2855 and 42.24.115.

DEFINITIONS

I. None

POLICY

- A. The GCBH Board of Directors authorizes the GCBH Finance Office to apply for credit cards where the use of the credit card is appropriate, customary, and an economical business practice to improve cash management, reduce costs, and increase efficiency.

PROCEDURE

1. Credit cards issued to GCBH primarily for the purchase of fuel are considered “gas cards.” Gas cards are used solely for the purpose of refueling GCBH vehicles in the course of GCBH authorized travel. Use of gas cards is documented in the GCBH vehicle log which is kept in each vehicle.
2. Issuance of GCBH credit cards is approved by the GCBH Director or the GCBH Chief Financial Officer.
3. The GCBH Chief Financial Officer designates the Accountant or the Fiscal Auditor to serve as custodian of the GCBH credit and gas cards and maintains the following credit/gas card log:
 - 3.1. Date credit card was issued;
 - 3.2. Card number;
 - 3.3. Name of employee issued the credit card;
 - 3.4. Purpose of card use (travel or government purchase); vendor shall be named when applicable;
 - 3.5. Initials of the custodian who is approving; and
 - 3.6. Date credit card was returned.
4. The following apply to credit cards issued under the authority of RCW 42.24.115:

- 4.1. Employees are encouraged, whenever possible, to utilize GCBH credit cards for business travel expenses. Use of personal funds for business travel must be approved by the GCBH Director or Chief Financial Officer prior to travel.
- 4.2. Employees issued the GCBH credit card submit fully itemized receipts on an expense summary upon return to the GCBH Office;
- 4.3. Any charges against the credit card not properly identified on the expense summary and supported with receipts documenting the use of the card are paid by the employee;
- 4.4. Any receipts that are not fully itemized must be accompanied by a statement describing the charges and attested to by the employee;
- 4.5. Any lost receipts must be reported on an Application for Duplicate Instrument Affidavit per RCW 39.72.010;
- 4.6. The GCBH employee is personally liable for any disallowed charges against the credit card;
- 4.7. The GCBH employee is responsible for immediate payment to GCBH for all disallowed charges against the credit card; and
- 4.8. GCBH is authorized to implement a single salary deduction for the amount of any disallowed charges against the credit card. No extended salary deductions are allowable.

APPROVAL

/S/ Ken Roughton
Kenneth Roughton, Ph.D,
Director

12/01/11
Date