

Community Mental Health Partnership of Southeast Michigan		<i>Policy</i>	
		<i>Issuance and Use of Credit Cards and Purchase Cards</i>	
PIHP Operations			
	Date of Board Approval 5/14/2014	Date of Implementation 5/15/2014	

I. PURPOSE

The purpose of this policy is to control and monitor the issuance and use of credit cards and purchase cards.

II. REVISION HISTORY

Revision Date	Modifications	Implementation Date
08/24/2018	Routine Review	10/01/2018

III. POLICY

It is the policy of the Community Mental Health Partnership of Southeast Michigan (CMHPSM) to issue credit or purchase cards to selected officers or staff for the purpose of increasing purchasing efficiency and decreasing the administrative costs associated with the purchase of allowable goods or services.

IV. APPLICATION

This policy applies to all officers and/or staff of the CMHPSM who are authorized to use a credit card or a purchase card for official business of the organization.

V. DEFINITIONS

Credit Card: A payment mechanism to facilitate allowable purchases of goods or services germane to the business of the Community Mental Health Partnership of Southeast Michigan (CMHPSM).

Community Mental Health Partnership of Southeast Michigan (CMHPSM): The Regional Entity that serves as the PIHP for Lenawee, Livingston, Monroe and Washtenaw counties for mental health, intellectual/developmental disabilities, and substance use disorder services.

Purchase Card: A payment mechanism used for purchasing a limited, specific list of items. This card is not intended to replace Employee Expense reports for reimbursement of business-associated expenses such as mileage or travel costs.

VI. STANDARDS

- A. The CMHPSM CEO or CFO shall be responsible for the issuance of credit cards.
- B. The CMHPSM Finance Department shall be responsible for the accounting, monitoring, and retrieval of information adhering to standards set forth below:
 - 1. Purchase and credit cards are to be used for official agency business purposes. Credit and Purchase cards cannot be used to circumvent the CMHPSM purchasing process.
 - 2. The CMHPSM is a tax-exempt organization and will not reimburse cardholders for sales tax on purchases when allowable. It is the cardholder's responsibility to ensure sales tax is not charged on purchases.
 - 3. Only selected officers and/or staff authorized by the CMHPSM CEO shall be issued credit or purchase cards.
 - 4. The CMHPSM CEO shall determine the specific official CMHPSM business for which credit or purchase cards may be used and will set reasonable limits that will allow for the efficient use of the cards.
 - 5. The CMHPSM Finance Department shall establish a system of internal controls to monitor the use of credit or purchase cards and procedures to pay invoices promptly.
 - 6. The CMHPSM Finance Department shall establish a system that ensures compliance of officer and/or staff responsibility. The responsibilities of the cardholder will be provided in writing to all cardholders. Disciplinary action will be applied when compliance is violated, including but not limited to the following violations:
 - a. The officer and/or staff issued a credit or purchase card is responsible for its protection and custody, and shall immediately notify the CMHPSM CEO or Designee if the card is lost or stolen; only the staff person issued the card may use the card for purchases.
 - b. The officer and/or staff issued a card shall return the card upon the termination of employment or appointment;
 - c. The officer and/or staff is responsible to submit all receipts within five (5) working days of use or within one (1) working day upon return from an approved trip;
 - d. The officer and/or staff will be subject to applicable disciplinary and legal measures for the unauthorized use of a CMHPSM credit or purchase card.

VII. EXHIBITS

None

VIII. REFERENCES

None