



Credit Card Receipts Procedures

1. Accounting will monitor credit usage on a weekly basis and will contact cardholders with questions if needed.
2. Employee receives verbal/written pre-approval from card holder to purchase on behalf of the agency.
3. Employee makes a purchase.
4. Employee submits credit card receipt to accounting by entering purchase information into the [Credit Card Receipts Tracker](#) and uploading the following to the [Tracker](#):
 - a. Receipt
 - b. Email or documentation showing pre-approval (if available)
 - c. A complete description including client name and staff associated with this expense.
 - d. If a meal, list all individuals whose meals were paid for.
 - e. If for travel, list all individuals who traveled in rental cars or who stayed in hotel room(s).
5. Accounting reviews submission in the [Tracker](#).
6. Accounting will contact cardholder if there is an issue or question?
7. On a weekly basis, accounting emails all cardholders a hyperlinked list of all charges made on their card.
8. Cardholders will approve all purchases made on their card for the week.