



PHDC Credit Card Usage Policy

Purpose: This policy outlines the guidelines and procedures for the appropriate use of virtual and/or physical credit cards issued to employees or authorized representatives of PHDC. The purpose of these credit cards is to facilitate necessary purchases while maintaining accountability and proper financial documentation.

Scope: This policy applies to all individuals who have been granted access to and responsibility for using virtual and/or physical credit cards on behalf of PHDC. Virtual and/or physical credit cards will be issued through the Ramp website (www.ramp.com) by designated administrators on PHDC's Ramp account.

Policy

If a PHDC employee would like to have a credit card issued to them, they must first fill out and submit a PHDC Credit Card Request Form (enter link here) to an authorized PHDC Finance department employee. Once the user has been granted permission to have a credit card issued to them, the following steps will need to be followed based on what type of credit card (virtual or physical) is deemed necessary by the finance department.

1. Virtual Credit Card Issuance
 - a. Virtual credit cards will be issued to authorized personnel based on their roles and responsibilities within PHDC.
 - b. The issuance of virtual credit cards will be approved by the administrator(s) through PHDC's Ramp account.
 - c. The user will be asked to register through the Ramp website via an automated email through the Ramp site when initiated by the administrator(s) on the Ramp website.
 - d. Once the user has registered, a virtual credit card will be issued, and the user will be able to access the virtual credit card information via the Ramp website.
 - e. The user's credit card credit limit will be determined by the administrator(s) through the credit card request form which was filled out, submitted and approved by the finance department prior to issuance of the credit card information.
2. Physical Credit Card Issuance
 - a. Physical credit cards will be issued to authorized personnel based on their roles and responsibilities within the organization.
 - b. The issuance of physical credit cards will be approved by the administrator(s) through PHDC's Ramp account.

- c. The user will be asked to register through the Ramp website via an automated email through the Ramp site when initiated by the administrator(s) on the Ramp website.
- d. Once the user has registered, a physical credit card will be issued by the administrator(s).
- e. The user will receive the physical credit card within 7 to 10 business days and it will be delivered to the PHDC office and be addressed to the user.
- f. The user's credit card credit limit will be determined by the administrator(s) through the credit card request form which was filled out, submitted and approved by the finance department prior to issuance of the credit card information.

Authorized Usage

1. Credit cards may only be used for authorized business-related purchases directly benefiting PHDC.
2. All purchases must adhere to the organization's mission, values, and objectives.

Receipts and Memos

1. A detailed receipt, invoice, or transaction record must be obtained for every purchase made using a credit card. This documentation should clearly indicate the date, vendor name, items/services purchased, quantities, prices, and any applicable taxes.
2. A memo describing the purpose of the purchase and its relevance to the organization's activities should accompany each receipt. This memo should provide context and explain how the purchase aligns with the organization's goals.
3. Receipts are required for every transaction and must be uploaded on the Ramp website under the transaction made within 7 days.
4. Memos should also be entered to detail each transaction; although these are not required, it is strongly recommended to avoid further communication regarding purchases made.
5. If receipts are not uploaded within 7 days, the user's credit card will be locked automatically by the Ramp website; once the user uploads the missing receipt(s), the user's account will be unlocked.

Review and Approval

1. The Finance department will review submitted receipts and memos on the Ramp website for compliance with this policy.
2. Expenses that are deemed inconsistent with this policy or lacking proper documentation will not be reimbursed or covered by the organization.

Accountability

1. Credit card holders are accountable for ensuring that each purchase is accurate, legitimate, and directly tied to the organization's activities.
2. Any fraudulent or unauthorized use of a credit card will result in disciplinary action, up to and including termination of employment or legal action.

Record Keeping:

1. The Finance Department will maintain an organized record of all credit card transactions within the Ramp website, including associated documentation.

2. These records will be subject to periodic audits to ensure compliance with this policy.

Enforcement: Failure to comply with this policy may result in consequences, including but not limited to no reimbursement of unauthorized expenses, loss of virtual credit card privileges, and disciplinary action.

This policy is subject to periodic review and updates. Employees and authorized representatives are responsible for staying informed about any changes to the policy. If policy changes are made, employees will be made aware via email.

Employee Signature and Agreement

All credit card holders must acknowledge their understanding and agreement to abide by this policy before being issued a credit card.

By signing below, I acknowledge that I have read, understood, and agree to abide by the PHDC Credit Card Usage Policy. I understand the importance of proper financial stewardship and the necessity to maintain accurate and accountable records for all credit card transactions. I agree to adhere to the guidelines outlined in the policy and to promptly provide receipts and memos for every purchase made using the credit card issued to me.

I also understand that any misuse, fraudulent activity, or failure to comply with this policy may result in disciplinary action, reimbursement of unauthorized expenses, and the potential loss of virtual credit card privileges. I acknowledge that it is my responsibility to familiarize myself with the policy and to seek clarification if any aspect is unclear.

I further understand that the organization may periodically review virtual credit card transactions and associated documentation to ensure compliance with the policy and relevant regulations.

I am aware that my continued use of the virtual credit card signifies my commitment to upholding the principles outlined in this policy.

Employee Name (Print): _____

Signature: _____

Date: _____