

Credit Cards

After some routine analysis and discussions with our auditors it has been determined that there is a need to enhance the approval process of credit card use.

Although the majority of credit card use complies with procedure a number of administrative staff are approving their own reports. Although they are being reconciled in the business office it is important to adhere to proper internal controls.

We are establishing a new procedure that will allow for review and approval of all credit card reports for administrative staff. This will enhance internal controls.

The reports will continue to be submitted to my assistant Cindy Nyquist in the central office by the 15th of each month.

Each administrator has been assigned to a Directors office for review and approval. You will each receive an email indicating who your approver will be.

Cindy will distribute the reports to the appropriate approver after reconciling them for review and signature.

In addition it has come to my attention that some credit card users may not be following proper credit card policy.

Credit cards are to be used as a payment mechanism for approved budgeted expenditures only.

This policy must be adhered to avoid suspension of credit cards.