



**Type:** Finance & Risk Management  
**Authority:** Executive Director  
**Related Documents:**

**Preamble**

The purpose of this policy is to govern employee use of GBH corporate credit card(s) for approved business expenditures.

**Policy Statement**

Corporate credit card purchases should be conducted solely by the card holder. Credit card limit(s) shall be decided on an individual basis by the Executive Director. The Executive Director card shall be decided by the Board, on the recommendation of the Finance Committee.

**207.01 Use and Limits**

1. Any cardholder may make department expenditures within operating budgets.
2. Credit card purchases must be reconciled, and payments made monthly in full.
3. Original receipts for all credit card purchases are required to authorize payment of credit card accounts.
4. Credit card payments are made on a monthly basis on or before the due date. In the event that a roll-over balance will occur, the Executive Director shall make notification to the Board through the Treasurer.
5. A Credit Card Agreement is on file for each employee holding a card.

**207.02 Reporting**

The Executive Director will report to the Board through the Finance Committee annually as to who holds a credit card for the organization, and what their limits are.

**207.03 Review Cycle**

This policy will be reviewed at least every three years.

**Original Approval:** 11-27-2019

**Reviewed On:**

**Revised On:** 11-23-2022