

Objective: Choices In Community Living, Inc. "CICL" will ensure the proper use of all agency credit cards.

- I. **Credit Card Expectations:** All CICL employees assigned a credit card will sign the CICL annual credit card use agreement (see Fiscal Policy #8A) before receiving a credit card. A credit card is provided exclusively for business expenditures sanctioned by CICL. **Personal expenses and unauthorized or illegal use of the Card are strictly forbidden and may result in disciplinary actions, including but not limited to, termination of the card or termination of employment.**
 - a) Any business expense that exceeds \$250 or more (except groceries for clients) will need prior approval from the employee's supervisor (no exceptions). For a purchase greater than \$250, the employee will email their supervisor for approval and attach that email to the receipt to verify approval.
 - b) In case of any misuse, the employee is responsible for the full amount of the unauthorized charges along with any additional fees incurred and agrees to reimburse CICL for these costs.
 - c) Please ensure any client purchase is within the client's budget. If not certain, please contact the Fiscal Department.
 - d) The credit card user will promptly submit detailed and accurate reports and original receipts for all transactions made with the Card by the 5th of the following month (e.g., January 2024 receipts due by February 5, 2024) to their supervisor. Failure to provide these reports, also called "transaction envelopes," promptly will result in the transactions being considered personal in nature, obligating the credit card user (employee) to reimburse CICL for these amounts. Please notify your supervisor and the Fiscal Office immediately if there are extenuating circumstances when you cannot meet the reporting deadline.
 - e) Original receipts required (no handwritten receipts). The receipt must show date, place of purchase, what was purchased, amount of purchase along with purchaser's signature. The client must sign the receipt if possible.
 - f) Each employee with a CICL credit card must ensure the card is always secured in a safe location.
- II. **Supervisor approval of all employee credit card transactions is required.** The supervisor is required to review all employee transactions and receipts via the "transaction envelopes" prepared by the employee via Key Bank. The supervisor will ensure the following tasks are completed:
 - a) All original receipts are provided including the general ledger account (box 1), department number (box 2) and client initials (box 3) are completed on the transaction envelope. See Transaction Envelope Reference Sheet (Fiscal Policy #8B) for assistance in completing the required information needed for the

**Subject: Fiscal Policy #8
CREDIT CARD POLICY**

Revised 2/24

Transaction Envelope. If not certain of how to code a particular charge, please contact the Fiscal Office.

- b) Employee has provided documentation of prior authorization of any transaction over \$250.
- c) Each transaction appears reasonable for the client(s) and within the client's budget.
- d) The supervisor will check employee credit card transactions throughout the month especially if large bulk purchases are occurring for a program or unusual purchases are occurring for clients.

Choices in Community Living Credit Card Use Agreement Fiscal Policy #8A

This Credit Card Use Agreement is between Choices in Community Living "CICL" and employee (name), _____, for Credit Card Number (as shown on card), _____.

I, the undersigned, acknowledge receipt of the above-listed credit card "Card" issued by Choices in Community Living "CICL" and affirm my information is accurate. By signing this Agreement, I agree to adhere to the following terms:

1. The Card is provided exclusively for business expenditures sanctioned by CICL. Personal expenses and unauthorized or illegal use of the Card are strictly forbidden and may result in disciplinary actions, including but not limited to, termination of the card or termination of employment.
2. I agree that my usage of the Card may be monitored and audited by CICL. I have no expectation of privacy regarding any transactions made using this Card. In case of any misuse, I am responsible for the full amount of the unauthorized charges and any additional fees incurred and agree to reimburse CICL for these costs.
3. Any business expense that exceeds \$250 or more per transaction (except groceries for clients) will need prior approval from my supervisor (no exceptions). For purchases greater than \$250 per transaction, I will promptly email my supervisor for approval and attach that email to the receipt to verify approval. I will provide my supervisor with at least one business days' notice to respond to my request. I will need my supervisor's approval prior to making the purchase when the transaction is \$250 or more (except groceries for clients).
4. I will promptly submit detailed and accurate reports and original receipts for all transactions made with the Card by the 5th of the following month (e.g., January 2024 receipts due by February 5, 2024) to my supervisor, following CICL's standard procedures for expense reporting (see credit card policy #8). Failure to provide these reports promptly will result in the transactions being considered personal in nature, obligating me to reimburse CICL for these amounts. I will notify my supervisor and the Fiscal Office immediately if there are extenuating circumstances when I cannot meet the reporting deadline.
5. I agree to return the Card immediately upon management's request or upon termination of my employment, for any reason. Should I choose to revoke this Agreement, I will cease using the Card immediately and return it along with a written notice of revocation which can be emailed or text. I understand that I am responsible for any charges incurred until the Card is returned, even after the revocation of this Agreement.
6. I will promptly report any loss, theft, or suspected unauthorized use of the Card to my Supervisor and the Fiscal Office. I agree to fully cooperate in any investigation relating to the Card's misuse, loss, or theft, and to assist in the recovery or security of the Card if necessary.

I further acknowledge that I understand that if I make any **personal purchases** in violation of this policy, the amount of such purchases is an advance of future wages payable to me, that CACL may deduct that amount including any additional fees incurred by CACL for the transaction(s) and agree to reimburse CACL for these costs from my next paycheck, and that if there is a balance remaining after such deduction, CACL may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. Such deductions may take my pay below minimum wage for the workweek(s) in question. I further agree that if I make any **non-personal transactions** in violation of the policy in question, I am financially responsible for any such expenses and additional fees incurred by CACL for the transaction(s) and agree to reimburse CACL via wage deductions until the unauthorized amounts are fully repaid. Such deductions are in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more increments that will not take my pay below minimum wage for any workweek.

Employee Signature _____

Date: _____

Received:

Date: _____

By: _____

Issued: February 2024

Transaction Envelope Reference Sheet

Fiscal Policy #8B

Category = What did you purchase?	Transaction information required for Transaction Envelope			Use	Exceptions / Instructions
	Box 1	Box 2	Box 3		
	General Ledger Account (GL) - book transaction to accounting books	Department Code	Client Code		
Food	4101	3 digit dept code	Client Initials	Food for clients	Licensed Homes Westbrook AICH
Pharmacy	4205	3 digit dept code	Client Initials	Drugs/Medical for clients	Licensed Homes
Hab Supplies	4210	3 digit dept code	Client Initials	Hab Supplies, Recreation, Hair cuts, Personal Hygiene supplies for clients	Licensed Homes Westbrook AICH
Dayhab dues/supplies	4212	Dayhab only (100 or 605)	N/A	Only for Dayhab use - 605 for Safe Haven - 100 for all others	None
Clothing	4220	3 digit dept code	Client Initials	Clothing expense for clients	Licensed Homes
Laundry/Cleaning	4225	3 digit dept code	Client Initials	Laundry / Cleaning Supplies for clients	Licensed Homes Westbrook AICH
Transportation	4230	3 digit dept code	N/A	Charge program for gas/oil/maintenance/repairs and washes for vans (NMT - 101) Charge clients only for RTA, Taxi, Lyft, Uber, etc.	Do not use Dayhab - 100 in 2nd box
Admin Supplies	4615	3 digit dept code	N/A	Charge program/agency for Admin/Office Supplies/\$100 Sign on Gift Card	Do not charge clients with this code
PPE Equipment and Expenses	4616	099	N/A	Charge agency for PPE Equipment/Expenses	
Telephone / Internet / Cable	4627	3 digit dept code	Client Initials	Telephone, internet, cable charges for clients or agency	Licensed Homes Westbrook AICH
Fun One	4658	099	Client Initials	Charge agency for Staff tickets, parking, etc. Charge clients if applicable for tickets, meals, souvenirs, etc.	Leave Client Code blank - unless we are charging client for expenses
Wish List Expense	4637	099	N/A	Charge agency for wish list expenses (prior approval needed)	Limited Use - Requires Office Approval
Staff Travel/Activities	4656	3 digit dept code	N/A	Charge program/agency for staff travel (hotel stays for training out of town), activities with clients, meals (limits apply)	Use this for all staff food not 4101
Director Discretionary Spending	4657	099	N/A	Charge agency for Discretionary spending (limits apply)	

Transaction Envelope Reference Sheet

Fiscal Policy #8B

<i>Transaction information required for Transaction Envelope</i>						
		Box 1	Box 2	Box 3		
Category = What did you purchase?	General Ledger Account (GL) - book transaction to accounting books	Department Code	Client Code	Use	Exceptions / Instructions	
Staff Training	4240	3 digit dept code	N/A	Charge program/agency for staff training/onboarding expenses/Red Cross, etc.	Limited Use - Requires Office Approval	
Staff Wages	4305	3 digit dept code	N/A	Charge program for staff wages	Limited Use - Requires Office Approval	
Admin Wages	4310	3 digit dept code	N/A	Charge program for Admin wages	Limited Use - Requires Office Approval	
Staff Fringes	4325	3 digit dept code	N/A	Charge program for staff fringes	Limited Use - Requires Office Approval	
Physician Services	4440	3 digit dept code	N/A	Charge agency for Physician services	Limited Use - Requires Office Approval	
Maintenance/Repair	4505	3 digit dept code	Client Initials	Charge clients/agency for maintenance and repair at programs	Limited Use - Requires Office Approval	
Utilities	4555	3 digit dept code	Client Initials	Charge clients/agency for utilities	Limited Use - Requires Office Approval	
Martin Center Expenses	4617	099	N/A	Charge agency Martin Center Expenses - Utilities, Phone, Cable, Internet, Maintenance, Repairs, Equipment rental etc.		
Nursing Supplies	4618	099	N/A	Charge agency for Nursing Supplies	Office Use Only - dept code not needed	
Software and Services	4631	3 digit dept code	N/A	Agency charges for program/agency software purchases, IT services	Limited Use - Requires Office Approval	
Advertising and Printing	4634	099	N/A	Agency charges for advertising / printing/ marketing	Office Use Only - dept code not needed	
Admin Fringes	4635	3 digit dept code	N/A	Charge agency for admin fringes, gift cards, etc.	Office Use Only	

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Fiscal Policy #8B

Transaction information required for Transaction Envelope						
		Box 1	Box 2	Box 3		
Category = What did you purchase?	General Ledger Account (GL) - book transaction to accounting books	Department Code	Client Code	Use	Exceptions / Instructions	
Taxes Administration	4636	099	N/A	Tax Expenses for Agency	Office Use Only - dept code not needed	
Wellness Expense	4638	099	N/A	Agency charges for wellness expenses, special employee health- related programs	Office Use Only - dept code not needed	
Insurance	4639	3 digit dept code	N/A	Agency charges for insurance (auto, home, etc.)	Office Use Only - dept code not needed	
Dues/License	4642	3 digit dept code	N/A	Agency charges for license renewals, OPRA dues, other membership dues	Office Use Only	
Other Admin	4671	3 digit dept code	N/A	Charge program/agency for admin expenses that do not fall under office supplies - rarely will this code be used	Limited Use - Requires Office Approval	
Rent	4705	3 digit dept code + client initials	N/A	Charge clients/program/agency for Rent for homes, apartments, housing	Limited Use - Requires Office Approval	
Property Expense	4710	3 digit dept code	N/A	Charge program/agency for large expenses for Choices owned properties - New Heating/Air, New Roof, Remodels, etc.	Office Use Only - Items that may increase property value	
Hardware-IT	4712	3 digit dept code	N/A	Charge program/agency for Hardware/IT - Computers, Tablets, laptops, cables, monitors, etc.	Office Use Only - Requires Office/IT Approval	
Lease/Rental of Equipment	4716	3 digit dept code	N/A	Charge program/agency for rental of equipment - Usually expensed by the Maintenance Dept for repairs/construction	Limited Use - Requires Office Approval	