

Indiana Pressler Memorial Chapter of HFMA

Credit Card Charge Authorization

Approved: September 1, 2002

Revised: October 15, 2008

October 5, 2005

April 29, 2009

DEFINITION:

This policy defines the guidelines for authorization and approval of credit and credit card charges.

POLICY:

The Chapter will have two credit card accounts. One account will be used for Chapter expenses and will have a limit of \$20,000. The second account will be used by the President for expenses incurred as a result of activities performed on behalf of the Chapter. This account will have a limit of \$3,000.00.

Chapter credit card holders can only be approved by a majority of the Board of Directors of the Chapter. Current Board approval includes the President and the chapter administrative assistant.

All non-budgeted credit card charges/expenditures less than \$1,000 must be reviewed and approved by the President of the Chapter as well as one other officer or a board member, subsequent to the charges being incurred and prior to the invoice being paid. If the expense is being incurred by the President, then two other officers must review and approve the expenditure.

Any non-budgeted charges of \$1,000 **or more** must be approved by the President and one other officer or a board member prior to the charge being incurred. If the expense is being incurred by the President, then two other officers must pre-approve the expenditure.

Any expenditure in excess of this threshold can only be approved after being incurred by the President of the Chapter and one other officer or board member. If approval is denied, the expenditure will be billed back to the individual who incurred the charge. If the expense was incurred by the President, then two other officers must approve the expenditure.

Approval for all expenditures can be given by email and a copy of the email must be attached to the receipt and credit card invoice for documentation.

When the Chapter credit card is used for travel expenses to Chapter or National HFMA meetings, personal expenses should not be co-mingled with Chapter expenses. Personal expenses should be paid directly to the hotel or other location so that the amounts on the credit card statement are for Chapter expenses only.