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Document Scope: (applies to Policy & Procedure only)

- The requirements herein apply only to the GCBH BH-ASO Central Office and its functions.
 - The requirements herein apply, verbatim, to GCBH BH-ASO and its network providers².
 - The requirements herein apply both to GCBH BH-ASO and its network providers². Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.
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PURPOSE: To define the requirements for use of Greater Columbia Behavioral Health (GCBH BH-ASO) credit cards for the sole purpose of covering expenses in accordance with RCW 43.09.2855 and 42.24.115.

POLICY

- A. The GCBH BH-ASO Executive Committee authorizes the GCBH BH-ASO Finance Department to apply for credit cards where the use of the credit card is appropriate, customary, and an economical business practice to improve cash management, reduce costs, and increase efficiency.

PROCEDURE

1. Issuance of GCBH BH-ASO credit cards is approved by the GCBH BH-ASO Co-Director or the GCBH BH-ASO Finance Director.
2. The GCBH BH-ASO Finance Director may designate the Accountant/Auditor to serve as custodian of the GCBH BH-ASO credit cards and maintains the following credit card log:
 - 2.1. Date credit card was issued to staff member;
 - 2.2. Card number;
 - 2.3. Name of employee issued the credit card;
 - 2.4. Purpose of card use (travel or government purchase); vendor shall be named when applicable;
 - 2.5. Initials of the custodian who is approving; and
 - 2.6. Date credit card was returned.
3. The following apply to credit cards issued under the authority of RCW 42.24.115:
 - 3.1. Employees are encouraged, whenever possible, to utilize GCBH BH-ASO credit cards for business travel expenses. Use of personal funds for business travel must be approved by the GCBH BH-ASO Co-Director or Finance Director prior to travel.
 - 3.2. Employees issued the GCBH BH-ASO credit card submit fully itemized receipts on an expense summary upon return to the GCBH BH-ASO Office;

- 3.3. Any charges against the credit card not properly identified on the expense summary and supported with receipts documenting the use of the card are paid by the employee;
- 3.4. Any receipts that are not fully itemized must be accompanied by a statement describing the charges and attested to by the employee;
- 3.5. Any lost receipts must be reported on an GCBH BH-ASO approved form;
- 3.6. The GCBH BH-ASO employee is personally liable for any disallowed charges against the credit card;
- 3.7. The GCBH BH-ASO employee is responsible for immediate payment to GCBH BH-ASO for all disallowed charges against the credit card; and
- 3.8. GCBH BH-ASO is authorized to implement a single salary deduction for the amount of any disallowed charges against the credit card. No extended salary deductions are allowable.

APPROVAL



Karen Richardson or Sindi Saunders, Co-Directors



Date