

PREVOST MEMORIAL HOSPITAL		
Policy: CREDIT CARD POLICY		Policy Number: PMH-POL-021
Department: ADMINISTRATION	Date Written or Last Revision: 03/06/2023	Page: Page 1 of 2

PURPOSE

This document outlines the rules employees must follow when using a company credit card. Prevost Memorial Hospital credit cards are used to manage small to medium size purchases for business-related expenses.

SCOPE

This policy applies to all employees who use a Prevost Memorial Hospital credit card for business-related purchases.

DEFINITIONS

Business Related Purchases: ordinary and necessary costs a business incurs in order for it to operate.

Travel Expenses: expenses incurred during business travel such as airfare, transportation, hotel and meals.

PROCEDURE

- A. Applying for a NEW Credit Card
 1. Credit card accounts require Board approval and are only for the official business of Prevost Memorial Hospital.
 2. The card must be issued in Prevost Memorial Hospital's name using the hospital's tax identification number.
 3. The credit card must not allow for cash advances to be made.
- B. Authorized Usage
 1. The Administrative Assistant maintains the credit cards and is responsible for securing credit cards under lock.
 2. All purchases must be approved by the Administrator prior to the transaction. The approved purchase order and receipt of purchase is to be submitted to the Administrative Assistant.
 3. Employees are responsible for obtaining receipts/documentation as proof of purchase and for documenting the business purpose on the receipts.
 4. The card and the receipts/documentation are to be returned to the Administrative Assistant upon completion of the transaction.
 5. The employee is responsible for all use of the credit card until it is returned to Administration.
 6. Credit cards are not to be used for routine or recurring purchases or purchases that are subject to the requirements of the Louisiana Public Bid Law.
 7. Any personal use or unauthorized use of a credit card may result in immediate termination of employment.

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8. Employees must immediately notify Administration if a credit card is missing (lost or stolen). The Administrator is responsible for immediately canceling the card. If a card is stolen, the Administrator is to notify law enforcement.
9. The Administrator is responsible for notifying the district attorney, the Legislative Auditor and compliance officers of any misappropriation of funds or assets of the hospital.

C. Record Keeping

1. The Administrative Assistant is responsible for reviewing the receipts and documentation for authorization to purchase and documentation of business purpose.
2. When the credit card bill is received, the Administrative Assistant is to compare the purchase documentation to the monthly card statement.
3. Any purchases/charges without appropriate supporting documentation requires a detailed explanation and description and the written approval of the Administrator.
4. The Administrative Assistant is to attach the receipts and documentation to the monthly statement and submit to the Business Office for review and approval before payment is made.

SIGNATURES:

ADMINISTRATION

Date

MEDICAL STAFF

Date

GOVERNING BOARD

Date