
TITLE	Company Credit Cards
POLICY NO:	2015-056

POLICY STATEMENT:

Company credit cards will be issued to senior Superior EMS staff who are able to demonstrate that the issue of a card will aid in effective and efficient exercise of their official duties. Superior EMS staff in possession of a company credit card shall use the card for official business only unless otherwise granted consent under this policy, and must submit required receipts within 15 days of the purchase to administration office.

SCOPE:

Superior EMS Senior Staff

POLICY:

1. Staff issued with a company credit card are in a position of trust in regards to the use of the company credit card.
2. Credit cards are only to be used for official business. Where inappropriate expenditure occurs, the value of the expenditure will be recovered from the cardholder.
3. Credit cards are only to be utilized by the person named on the card.
4. The card holder is personally responsible and accountable for the safe keeping of the cards. Cards are to be kept secure and protected against improper use.
5. If the card is lost or stolen, the card holder must report the loss immediately to the card provider, and to the chief of EMS Operations.
6. Any PIN that has been issued with the card must not be disclosed or carried with the card.
7. Receipts must be submitted within 15 days of purchase to the administrative office.
8. Credit card receipts only are not acceptable, an actual receipt must accompany the credit card receipt.
9. In the event of termination, the credit card must be returned immediately.
10. In rare circumstances, the card may be used for personal use to ensure insurance coverage on the card (i.e. personal travel). The value applied to the card must be paid immediately to the card if this is done, or interest will be applied to the card holder.

Acceptable Use

The following are a list of acceptable uses for the company card:



- Domestic travel expenses for the company
- Payment of courses and conference fees approved by the company
- Low value/routine business related consumable items
- Cost for official out of pocket expenses
- Cost of emergency equipment needed during a disaster or other incident
- Cost of fuel for company vehicles

Personal use

The Superior EMS credit cards carry significant insurance protection for the user, including extensive travel insurance and more. Superior EMS permits senior staff to use the company card to make purchases for travel or other related items for personal use, as long as the user pays the full value of the credit card charge within the billing cycle. Any and all interest charged due to late payment is the responsibility of the card holder. Keep in mind that interest is charged on the account, not just the single users purchases, and interest can be substantial.

Date of Approval:	September 28, 2016
Date to be Reviewed:	September 28, 2018
Authority:	Chief of EMS Operations



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