ORE VALLEY HOUSING ASSOCIATION

Company Credit Card Payment Procedure

Issue No:	3
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Date Last Amended:	January 2017
Reviewed:	August 2019
Review Date:	August 2024
Review Period:	5 Years

<h1 style="text-align:center">COMPANY CREDIT CARD PROCEDURES</h1>

Company Credit Card Account - RBS Visa

Card holders: Andrew Saunders- C.E.O.

Credit Limit: £10,000

Payment of account: 17th of every month by DIrect Debit from RBS Current account 00111012

Purpose: For payment of expenses whilst on company business eg rail travel or hotel bill, ordering goods/services which require **immediate** payment over the phone or online. The credit card should **not** be used where an invoice can be raised and a bank transfer made.

Authorisation: To be used solely for OVHA business, by OVHA Employees. All orders must be approved **before** being placed and before the credit card details are requested from Finance. The credit card details must not be saved onto any computers or websites, they must be manually entered for each transaction.

Process: Before an order is placed, the credit card control sheet must be populated with the date, name of company, detailed description, who is placing the order, and approved by the relevant manager.

Process (continued): When approving, the manager must use the google sheet comment function to approve the order. Once the order has been placed, the invoice/receipt should be saved into the correct monthly invoices folder and allocated a unique reference number (this should be used for the title of the document). Reference numbers will be in the following format: month-year-number (eg. the first invoice in August 2019 will be 08-19-01, second invoice will be 08-19-02 etc.). This reference should be entered into the control sheet along with the amount of the order placed.

Receipts for travel/subsistence incurred while on OVHA business should be photographed and put in the appropriate invoices folder with a unique reference number and the control sheet updated.