Financial Management

CREDIT CARDS

This procedure provides guidelines for use of the corporate credit card within Headquarters, Southwest Region. It does not apply to units below region headquarters. These instructions are in addition to instructions in SWR Financial Management Procedure173-1 for authorizing expenditure and reimbursement of Southwest Region funds. These instructions replace Southwest Region Operating Instruction 173-2 dated 1 October 2008.

1 Authorization for Use: The SWR Corporate Credit Card is provided to specific individuals by the SWR Finance Committee. The cards are authorized for the purchase of goods and services directly related to the staff members scope of duty and must be used judiciously. Personal use of the credit card is strictly prohibited. **The intent to reimburse the corporation is not justification to use it for personal purchases. Cash advances may not be charged to the corporate credit card.** Any unauthorized use of the corporate credit card will result in immediate termination of the credit card privilege and may subject the holder to disciplinary or legal action.

2. Credit Limits: Credit limits are established by the SWR Finance Committee and must be closely observed. It is the individual credit card holder's responsibility to remain within his/her limit, not the credit card company or the Region Director of Finance. Extension of credit card limits must be made in advance through the SWR Finance Committee. The following individuals are authorized credit cards with the limits as specified:

Commander	$3000
Vice Commanders	$3000 ea
Chief of Staff	$3000
Director of Administration	$3000
Director of Finance	$3000
Assistant Director of Finance	$3000
ACS Cadet Programs	$3000
SWR Region Staff College Director (or designee)	$3000
Chaplain	$2000

3. Receipts. Credit card receipts will be submitted to the SWR Director of Finance as expenses are incurred with a SWR Payment Voucher. Submission may be via fax, mail or scan to email. The purpose of the expense must be noted on the receipt (the IRS expense method of "who, when and why" is a good guide for this). Receipts must be an original, or a legible copy as issued by the merchant at time of purchase or a replacement receipt obtained at a later date. The credit card statement, or written communication in lieu of the receipt is not an acceptable substitute for the receipt. If a receipt is missing the payment cannot be made and the expense will be the responsibility of the individual. Repeated instances of missing receipts will result in termination of the credit card and consideration of appropriate disciplinary action. The Region Director of Finance will insure credit card statements are paid promptly and will contest any unauthorized or erroneous charges.

4. Lost or Stolen Cards: Any lost or stolen card must be reported to the credit card issuer and the Region Director of Finance.

5. Surrender of Credit Card: The credit card holder will immediately surrender his/her corporate card to the Director of Finance immediately upon leaving the position for which it was issued, transferring from Headquarters, Southwest Region, terminating CAP membership or upon the request of the Commander, Vice Commander, Chief of Staff or Director of Finance.

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Commander

OPR: FM