



SOUTHWEST REGION OPERATING INSTRUCTION 18-02

3 APRIL 2018

APPROVED/L. CAMPBELL/CAP/FM

Finance

CORPORATE CREDIT CARDS

This instruction prescribes the procedures for use of the SWR corporate credit card.

1. **Authorization for use.** The SWR Corporate Credit Card is provided to specific individuals authorized by the Commander, Southwest Region CAP. The cards are authorized for purchase of goods and services directly related to the staff officers' scope of duty.
2. **Credit Limits.** Credit limits are established by the SWR Commander and must be closely observed. Extension of credit limits must be made through the NHQ FM, with the concurrence of the SWR Commander.
3. **Receipt Submission.** NHQ FM will email SWR FM the current monthly statements after the 18th of the month. SWR FM will review the invoice and forward it to those staff members with charges on that statement pertaining to their assigned card. Cardholders will verify all charges, scan and email a copy of their receipts (in PDF format) to SWR FM along with a completed VISA Certification form (in Excel format). The due date for sending the receipts and certification form is the last day of the month. The purpose for all expenses must be noted on the VISA Verification Form. In the event a charge is erroneous, the card issuer and Regionacct@capnhq.gov must be immediately notified. SWR FM will submit the credit card invoice and receipts through Sertifi for approval, then forward the certification form and receipts to NHQ-FM.
4. **Prior authorization.**
 - 4.1. If the proposed expense is in the approved detailed SWR budget, then no other approval is needed to charge that expense to the SWR Corporate Credit Card. All other requests to use the SWR Corporate Credit Card must be approved by the SWR Finance Committee or the SWR Commander.
 - 4.2. NHQ may require staff to attend activities, and NHQ may pay those travel expenses. SWR staff must contact NHQ in advance to see if NHQ will pay those expenses prior to using SWR funds.
5. Any questions regarding the implementation of these procedures can be directed to the SWR Director of Finance.

JOE R. SMITH, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no additional compliance elements for this operating instruction.