

PATHWAYS ABILITIES SOCIETY

PROCEDURE: CREDIT, CREDIT CARDS, CASH CARDS AND GAS CARDS

Applies to: All Personnel

Original Effective Date: May 30, 2005

Effective Date: May 27, 2024

Replaces Procedure Dated: March 25, 2024

Credit Cards and Credit

1. The finance manager or designate initiates the credit or credit card application.
2. Upon receipt of individual credit cards, the executive director:
 - Takes copies of the card and PIN number and places a copy in their personnel file.
 - Issues the card to the designated person.
3. Upon receipt of general charge cards, i.e., gas cards, etc., the person receiving takes a copy of the card(s) and places it in the appropriate file.
4. Upon completion of a credit or credit card transaction, the receipt is initialled and given to the administration department.
5. Employees requiring a society credit card or authorization to charge on credit accounts receive approval from the executive director or finance manager.
6. Lost or stolen credit cards are reported immediately, and accounts are cancelled.
6. Employees who will be absent from work for more than a week give their credit card to the finance manager. They place the cards in the company safe. Upon returning, obtain the card or cards.
7. Employees leaving Pathways Abilities Society return their credit card to the executive director or their designate.
8. The executive director or their designate cancels the credit card account, shreds the credit card and/or removes the employee's name from credit accounts. They update the Employee/ Volunteer Departure ShareVision list.
9. Credit and credit card payments are made by authorized administrative personnel and will be paid monthly in full.

Cash Cards

1. The employee purchasing the cash cards gives the cards and receipt to the finance manager or designate to put in the safe.
2. The purchasing employee gives the receipts to the finance department and inputs the information in the Costco and Superstore Cash Card ShareVision list.

3. The home supervisor or designate picks up cash cards as required.
4. The person issuing the card(s):
 - Enters the information in the Cash Card's sign-out form, and both parties sign confirming receipt.
 - Enters the information in the Costco and Superstore Cash Card ShareVision list.
5. The home supervisor remits cash card purchase receipts to the finance manager.
6. The finance manager reconciles the receipts to the cash cards.

Gas Cards

Activity Services

1. Employees who require a gas card go to the Activity Supervisor's office to receive the gas card binder from the supervisor.
2. Employees fill out the "Vehicle Gas Cards Sign out: Activity Service" form as per the specific vehicle they are filling up with gas.
3. Employees take a gas card bag with the pin code to fill up the fuel tank of the vehicle they are using and obtain a receipt.
4. Upon returning to Activity Service, the employee returns the gas card bag to the binder with the receipt and completes the remaining information on the "Vehicle Gas Cards Sign out: Activity Service" form.
5. Before leaving the office, the employee must have the supervisor sign the "Vehicle Gas Cards Sign out: Activity Service" form.

Homes

1. The Gas Card is kept in a ziplocked bag, inside a cash box, and locked in a filing cabinet to which the Senior Support Worker only has access. The purchasing employee asks the Senior Support Worker for the card when needed.
2. The purchasing employee returns the receipt and card to the Senior Support Worker. The Senior Support Worker puts the card away and then documents the amount spent on the Petty Cash form.
3. At the end of each month, the Senior Support Worker hands in the Petty Cash form and receipts to the Homes Supervisor or designate. The Homes Supervisor or designate reconciles the Petty Cash form.
4. The Homes Supervisor remits gas receipts and Petty Cash form to the finance department.

1216 St. Paul Street

1. Gas card is kept inside a file pocket in the BikeWays safe.
2. The card is signed out by the person using the car.

3. The gas receipt is placed inside the pouch along with the gas card.
4. Once per month, the employment manager organizes receipts by date and submits them to the finance manager.

Rewards

1. Cheques or rewards issued directly to the employee with a Pathways' credit card or membership are photocopied and given to the finance manager.
2. The employee purchases or redeems the rewards for items for Pathways.
3. The employee gives the receipt from the purchases to the finance manager for filing.