PATHWAYS ABILITIES SOCIETY

PROCEDURE: CREDIT, CREDIT CARDS AND CASH CARDS
Applies to: All Personnel

Original Effective Date: May 30, 2005
Effective Date: September 13, 2021
Replaces Procedure Dated: January 14, 2019

Credit Cards and Credit
1. The finance manager 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 issues the card to the designated person. The designated person signs the copies of the card and PIN number confirming receipt and copies are placed in their personnel file.

3. Upon completion of a credit or credit card transaction, the receipt is initialled and given to the administration department.

4. Employees requiring a society credit card or authorization to charge on credit accounts will receive approval from the executive director or finance manager.

5. Lost or stolen credit cards will be reported immediately, and accounts cancelled.

6. Employees who are going to be absent from work in excess of 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.

Rewards
1. Cheques or rewards issued directly to the employee with a Pathway's 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.

Cash Cards

1. The employee purchasing the cash cards gives the cards and receipt to the finance manager or designate. They put them in the safe.

2. The purchasing employee inputs the information in the Costco and Superstore Cash Card ShareVision list.

3. The homes supervisor or designate picks-up cash cards as required. The person issuing the card enters the information in the Costco and Superstore Cash Card ShareVision list.

4. The home supervisor remits cash card purchase receipts to finance manager.

5. The finance manager reconciles to receipts to the cash cards.