

Washington Counties Insurance Fund

Policy: Company Charge Account Policy
Original Issue: June 5, 2009
Last Revised: February 1, 2013

If required, each staff member is issued a Bank of America Business VISA card. The VISA card is to be used for **business related purchases only**. This includes office supplies and business related travel, mileage, food and lodging. A more thorough explanation of business related travel expenses can be found in the TRAVEL section.

Upon charging an expense to the business account, the staff member must retain the receipts and give them to the Finance Director as soon as possible once requested. Every receipt must be accounted for per each billing statement. If a receipt is not present for any listed charge, the staff member must seek approval for payment from the Executive Director.

The staff member must write a note with each receipt providing explanation of the expense. For example, if the expense was for a meal, it should indicate what the event was (e.g., seminar, service visit) and whose meals were paid for. Another example would be to indicate that the purchase was for door prizes, board meeting, ACE meetings, etc.

If the staff member charges a personal item on the corporate VISA, then he or she must immediately submit the receipt and a personal check made out to WCIF for the total expenditure to the Finance Director.