

PROCEDURE

Series:	Accounts Payable	COA: FIN 2, 7.03, 7.04
Procedure Name:	Corporate Credit Cards	CFOP :
Procedure Number:	AP-410	
Reviewed Date:	4/16/24	
Revision #/	02/22/13, 07/27/2020 (9) 06/23/11, (10) 07/18/13, (11) 08/14/13, (12) 10/05/15 (13) 10/31/16, 7/18/17, 9/1/17, 10/6/25	
Effective Date:	02/28/05	
Applicable to:	Family Partnerships of Central Florida (FPOCF)	

PURPOSE: To maintain accurate accounting of all credit card usage by staff.

PROCEDURE:

Credit Cards will only be distributed to staff to be used for approved travel or other appropriate approved activities. "Other" appropriate activity is defined as purchasing transactions that are not viable through vendor check payment mechanisms and timeliness will not allow waiting for a check to be issued.

References

Policies/Procedures: AP-415, AP-421, AP-432, GOV-201, GOV-208, PR-901

Distribution Guidelines

- A. The President and Chief Executive Officer or designee appointed by the President and CEO determines the appropriateness of the need for a credit card to be signed out to an employee.
- B. All travel or purchase transactions on each credit card issued must be approved by the employee's direct supervisor. This approval will be submitted through the SAP Concur Platform.
- C. All credit card receipts must be submitted electronically through the SAP Concur Platform by close of business on the 2nd business day of the month following the month of the expense. From time to time, there may be unforeseen circumstances that may cause a staff member to not be able to meet this deadline. In these rare instances, communication with the Accounting Department is essential to avoid being billed for unauthorized usage. Any undocumented expenses will be referred to the appropriate supervisor for collection and submission to the Accounting Department.
- D. The CFO or designee appointed by the President and CEO in the absence of the CFO under the direction of the President and Chief Executive Officer (CEO) will maintain a credit card issuance log with specified individual limits. Each staff member receiving a credit card will sign for the Upon receipt.

Any unauthorized usage on a credit card will be invoiced to the applicable employee incurring the charge. It should be noted that the payment of sales tax will not be reimbursed when applicable.

F. Consistent undocumented business usage will result in credit card cancellation.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer Family
Partnerships of Central Florida

APPROVAL DATE: 11/20/2025