



COLUMBIA COUNTY PATHWAYS TO RECOVERY

PO BOX 486 GHENT NY 12075

Credit Card / Debit Card Policy

A credit card/debit card provides Columbia Pathways To Recovery personnel with the ability to effectively and efficiently make purchases in relation to the Board of Directors approved Columbia Pathways To Recovery budget.

Guidelines

1. The Board of Directors will approve the issuance of all Columbia Pathways To Recovery credit card / debit cards.
2. Credit card/debit cards will be issued in the name of an employee or board officer.
 - a. Current policy authorizes one user, the Columbia Pathways To Recovery Treasurer.
3. The Board of Directors will approve the credit limit of any credit card / debit card accounts that are opened.
4. The card may be used only for the purchase of goods or services for official business of Columbia Pathways To Recovery.
5. All purchases will be within current budget line item amounts.
6. The person issued the card is responsible for its protection and custody, and shall immediately notify the credit card/debit card company and Board President if it is lost or stolen.
7. The person issued the card must immediately surrender the card to the current Board President when affiliation with Columbia Pathways To Recovery has ended.
8. The person using a credit card/debit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to legal and/or disciplinary action.

Report Requirements

Credit card/debit card statements, along with receipts for all items to be paid by Columbia Pathways To Recovery, will be reconciled on a monthly basis by the Treasurer. Receipts must show the date, purpose, and name(s) for which the expense was incurred.

Monthly credit card/debit card statements will be reviewed at least quarterly by the Finance Committee for accuracy.

COLUMBIA PATHWAYS TO RECOVERY IS A COMMUNITY COMMITTED TOWARD BUILDING THE MANY PATHWAYS TO STRATEGIES
AND SOLUTIONS FOR THE ADDICTION CRISIS IN COLUMBIA COUNTY, NY.

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