



COHESIVE HEALTHCARE MANAGEMENT & CONSULTING

Mangum Regional Medical Center

TITLE		POLICY
Corporate Card – Cardholder Policy		
MANUAL	EFFECTIVE DATE	REVIEW DATE
Finance		
DEPARTMENT	REFERENCE	

SCOPE

This policy applies to all employees in eligible roles at Mangum Regional Medical Center (“Hospital”) who may be issued a Hospital credit card.

PURPOSE

The Hospital may provide employees in eligible roles with credit cards that can be used for business related expenses. These credit cards help track and process Hospital expenses, prevent fraud and make payments more efficiently.

DEFINITIONS

Card: The credit card issued by the credit card company embossed with employee name and the Hospital mark.

Cardholder: The person to whom the Card is issued, whose name is embossed on the Card.

Cardmember: The term used by the credit card company. Used interchangeably with Cardholder throughout this document.

POLICY

This policy applies to all employees who are issued a credit card. Cardholders are responsible for ensuring they adhere to the Corporate Card-Cardholder Policy. Spend limits and restrictions are listed in Attachment A (Cardholder Limits). This policy provides guidance to employees who hold company cards, so they use them properly and understand their limits and responsibilities.

PROCEDURE

- A. Enrollment in this program is optional and a privilege, not a right.
 - 1. By activating the card issued to employee under the Hospital Company Card Program, employee agrees to abide by the following conditions of possession and use in this policy and the Corporate Credit Card Use Agreement (Attachment B - Corporate Credit Card Use Agreement).

2. If employee elects to waive participation in this program, employee should return the card to the Hospital Administrator prior to activation.
- B. Card eligibility is based on Hospital defined roles, and issuance will be by invitation only.
1. Spend limits and restrictions may apply at Hospital discretion.
 2. Hospital reserves the right to cancel the card, or otherwise revoke privileges under the Corporate Card program, at any time without notice.
- C. Card utilization is jointly contingent on utilization of the Hospital expense reimbursement program.
1. All appropriately approved, eligible expenses charged to the Hospital card account will be included on your monthly statement but will be paid by the Hospital directly to the credit card company.
- D. Card account privilege is managed by Hospital, and is subject to deactivation without notice due to:
1. Failure to maintain card in good standing.
 2. Clear evidence of abuse in use and/or policy.
 3. Repeated out of compliance infractions.
- E. The card should be returned under the following circumstances:
1. On request of the Hospital.
 2. Prior to assuming duties in a position with Hospital which does not require or provide for the use of the card.
 3. Upon separation of employment.
- F. Cardmember is responsible to take action under the following circumstances:
1. Immediately in the event the card has been lost or stolen or upon discovery that the account has been misused.
 2. Immediately in the event of a change of address or a change of other user profile information.
 3. Concurrently advise Hospital accounting of any of the foregoing issues.
- G. Cardholder Responsibilities and Duties.
1. The Cardholder is bound to abide by the Cardmember Agreement published by the credit card company and as may be amended by the credit card company, provided the term of such Agreement are not in conflict with Hospital policy. In such event, Hospital policy prevails.
 2. Use of this card is intended for the sole purpose of business use exclusively by the Cardholder named on the front of the card issued by the credit card company.
 - a. Such use is governed by the travel policies published by Hospital as may be amended without notice.
 - b. Cardholder should use his/her card for all his/her business expenses where possible. We understand there will be times when personal charges on the card are unavoidable.

- c. These should be infrequent, and Cardholder will be responsible to pay these charges directly to Hospital.
- 3. This card should not be used for recurring expenses.
 - a. In such event, any service associated with any such recurring charge will be terminated by Hospital without notice upon card deactivation.
- 4. Card utilization and all transactions posted to the card account are subject to authorization and auditing.
 - a. Reimbursement is not implicitly guaranteed, and Hospital assumes no obligation to reimburse expenses that are not in compliance with published policies.
- 5. As with any other credit card, Cardholder is responsible to take all measures necessary to guard against fraud and maintain security to your account.
- 6. Cardholder is responsible to submit his/her expenses with receipts in a timely manner (after each transaction) and to reconcile all payments and charges on account in a timely manner to avoid late fees and maintain account in good standing.
- 7. Cardholder is responsible for all transactions that are not associated with company business.

ATTACHMENTS

- Attachment A: Cardholder Limits
- Attachment B: Corporate Credit Card Use Agreement

REVISIONS/UPDATES

Date	Brief Description of Revision/Change