



## POLICY AND PROCEDURE MANUAL

SUBJECT Credit Card Policy	ACCOUNTABILITY	Effective Date: 10/1/22	Pages: 2
REQUIRED BY	BBA Section: PIHP Contract Section: Other:	Last Review Date: 10/1/2023	Past Review Date:
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Annual  Author: NMRE Chief Financial Officer	Responsible Department: Finance	Reviewers: NMRE CEO

### Definitions

**Credit Card:** For the purposes of this policy, a credit card is a payment mechanism to facilitate allowable purchases of goods or services germane to the business of the Northern Michigan Regional Entity.

**Northern Michigan Regional Entity (NMRE):** The PIHP for Region 2, the 21-counties located in Michigan's northern lower peninsula.

**Prepaid Inpatient Health Plan (PIHP):** PIHP is an acronym for Prepaid Inpatient Health Plan, a term contained in federal regulations from the Centers for Medicare & Medicaid Services. It means an entity that 1) provides medical services to enrollees under contract with the state Medicaid agency based on prepaid capitation payments, 2) includes responsibility for arranging inpatient hospital care, and 3) does not have a comprehensive risk contract.

### Purpose

The Northern Michigan Regional Entity (NMRE) may provide employees with credit cards that can be used for business-related expenses. This policy outlines the responsibilities for employees who are issued company credit cards.

### Policy

The NMRE Chief Executive Officer will determine which staff will be issued an NMRE credit card. These credit cards are considered the property of the NMRE and cannot be used to obtain cash advances, bank checks, traveler's checks, electronic cash transfers, or for personal expenses.

Misuse of the card will result in cancellation of the card and withdrawal of the employee's business credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder. Misuse of the card may result in immediate termination of the employee.

Credit card limits will be determined and modified by the NMRE Chief Financial Officer (CFO). The CFO may change the credit limit of any card without notice to the employee.

Cardholders must retain all vendors' receipts, records of telephone orders and/or copies of mail orders and file for future reconciliation of the credit card statement. Card holders are responsible for submitting all supporting documentation to the Accounts Payable department monthly. Failure to comply with this policy may result in the discontinuation of credit card privileges and the cancellation of the card.

Lost or stolen cards must be reported immediately to the NMRE Chief Financial Officer.

Approval Signature



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NMRE Chief Executive Officer

10/1/2022

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Date