

Credit Card Usage Policy

Effective Date: December 14, 2023

1. Purpose:

This policy is designed to provide guidelines for the appropriate use of company-issued credit cards by WIOA funded employees, in accordance with the Code of Federal Regulations (CFR), Uniform Guidance (2 CFR 200), and the Workforce Innovation and Opportunity Act (WIOA).

2. Scope:

This policy applies to all WIOA employees who have been issued a company credit card.

3. Policy:

Credit Card Usage Policy for the Region VII Workforce Development Board (LWDB) and Career One-Stop staff in Compliance with CFR Requirements, Uniform Guidance, and Federal WIOA Law

3.1 Issuance of Credit Cards:

Credit cards will be issued to employees based on their role and responsibilities within the organization, as per the stipulations of the WIOA and 2 CFR 200.318(b).

3.2 Authorized Use:

Company credit cards should only be used for legitimate business expenses that are allowable, allocable, and reasonable as per 2 CFR 200.403-405. Personal use of company credit cards is strictly prohibited.

3.3 Unauthorized Use:

Unauthorized use of the company credit card includes, but is not limited to, personal purchases, cash advances, purchases of alcohol or tobacco, and any other non-business related expenses, as per 2 CFR 200.423.

3.4 Documentation:

All credit card transactions must be supported by a receipt or invoice, as per 2 CFR 200.333. Employees are required to submit these documents along with a completed expense report within a specified time frame.

3.5 Reconciliation:

Employees are responsible for reconciling their credit card statements each month, as per 2 CFR 200.302(b)(6). Any discrepancies should be reported to the Finance Department immediately.

3.6 Lost or Stolen Cards:

Lost or stolen credit cards must be reported immediately to the credit card company and the Finance Department, as per 2 CFR 200.313(d)(3).

3.7 Misuse of Credit Cards:

Misuse of company credit cards will result in disciplinary action, up to and including termination of employment. In some cases, the company may seek reimbursement for unauthorized charges, as per 2 CFR 200.338.

4. Review:

This policy will be reviewed annually, as per 2 CFR 200.318(a). Any changes to the policy will be communicated to all employees.

5. Compliance:

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. In some cases, the company may seek reimbursement for unauthorized charges, as per 2 CFR 200.338.

6. Acknowledgment:

All employees issued a company credit card must sign an acknowledgment form stating they have read, understand, and agree to comply with this policy, as per 2 CFR 200.303.

By implementing this policy, the LWDB aims to ensure that company credit cards are used responsibly and ethically, and that all transactions are transparent and accountable, in compliance with federal regulations and laws.

7. Equal Opportunity and Grievances: The Region VII Workforce Development Board prohibits discrimination in all aspects of the administration, management, and operation of Workforce Innovation and Opportunity Act programs and activities. Services offered at the Region VII WorkForce WV Career Centers will be provided universally without regard to race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Individuals may file a complaint or grievance by following the Region VII Workforce Development Board Grievance Procedure Policy, a copy of which will be provided upon request.

8. Questions: Contact the Region VII Workforce Development Board Executive Director, 151 Robert C. Byrd Industrial Park Road, Suite 2, Moorefield, WV 26836. Telephone number is (304) 530-5258. Fax number is (304) 530-5107.

9. Expiration: Effective until rescinded, in writing, by the Region VII Workforce Development Board.



T.J. Van Meter, Executive Director

12-14-23
Date



Layne Diehl, Chairperson Region VII WDB

12/14/23
Date