



south carolina chapter

Policy Title: Corporate Credit Card Policy

Revised Date: September 8, 2023

Reviewed Date: September 22, 2023

Approved Date: September 22, 2023

Effective Date: October 1, 2015

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POLICY: CORPORATE CREDIT CARD POLICY

The Chapter will use a corporate credit card to pay as many Chapter expenses as Possible. The President and President-Elect shall have possession of the credit cards. The President and Treasurer shall be the responsible individuals to insure compliance with this policy in addition to the Board of Directors. As an expenditure is made using the credit card, a check request form should be completed within five (5) business days after the end of the conference meeting, the necessary documentation attached and submitted to the Chapter Treasurer. The monthly billing statements from the corporate credit card will be mailed directly to the paid administrator and a copy reviewed by the Chapter Treasurer.

The Chapter Treasurer will be responsible for ensuring that credit cards are voided and removed annually for those HFMA officers who no longer have or require spending authority. Confirmation of this activity will be reported by the Treasurer to the Board no later than the October Board meeting.

Policy Committee: September 22, 2023 _____

Policy Committee Chair Signature/Date: 09/22/23 

SCHFMA Board Review Date: January 31, 2024 _____

SCHFMA President Signature/Date: 01/31/2024 