Monthly Credit Card Log

**Policy: Access** and use of agency credit cards is a privilege. Cards are to be used for agency business only. NMCAA will monitor credit card activity using the Monthly Credit Card Log to ensure accurate records are maintained for audit and grant compliance.

**Procedure:** All receipts must be scanned/emailed individually to the [businessoffice@nmcaa.net](mailto:businessoffice@nmcaa.net) via email or PODIO as purchases are made. Ensure two staff members initial the receipt prior to distribution. CC your supervisor/coordinator.

**When emailing receipts: Write the date, name of the store and the classroom name in the subject line before emailing. Example: 07292022 Walmart Marty Paul**

**There are nine types of receipts:**

* **FOOD-4510 items for meals, breakfast, lunch, snack, documented on the Weekly Food Allotment Form.**
* **NON CREDITABLE FOOD-4513 Water and condiments are non-credible for USDA reimbursement and should be sent separately as pre-approved supplies on the Curriculum Allotment Form with prior approval.**
* **NON FOOD-4515 Supplies for meals (plates, napkins, silverware, etc.).**
* **FOOD EXPERIENCE-4500 for an extra $40 month, documented on the Weekly Food Allotment Form.**
* **CURRICULUM-4500 allotment** **for enhanced supplies or items to be used by students in the classroom.**
* **SUPPLIES-4500** **are general supplies for the students’ needs in the classroom and** **should be sent separately as pre-approved supplies on the Curriculum Allotment Form with prior approval.**
* **OFFICE SUPPLIES-4590 are supplies for the staff’s administrative needs and should be sent separately as pre-approved supplies on the Curriculum Allotment Form with prior approval.**
* **MEETING COST-4505 Allowable expenses to be recorded on one receipt for the entire team and team meetings must take place on site.**
* **POSTAGE-4820 when purchasing or ordering stamps.**

**Failure to submit receipts accurately may result in loss of credit card access and use.**

Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date & Time Checked Out | Authorized Username | Card Name | Date & Time  Checked In | Date  Receipt Scanned |
| 7/29/22  2:20pm | Kelly Stockfisch | Walmart Credit Card | 7/29/22 4:00pm | 7/29/22 4:30pm |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Distribution:** Original filed at the center, scan/email completed form to Supervisor/Coordinator monthly

9/23 Reference: HS 1304.006/22 EHS HS Team\ADMIN\Procedure Manual\Time and Expense\Monthly Credit Card Log