 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. **All receipts must be scanned/emailed to the** **businessoffice@nmcaa.net** **as purchases are made. CC your supervisor. Failure to submit receipts will result in loss of card access and use.**

**Write the date, name of the store and the center location in the subject line before emailing.** Example: 010120 Walmart Marty Paul

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date & Time Checked Out | Authorized User Name | Card Name | Date & TimeChecked In | DateReceipt Scanned |
| 7/29/19 2:20pm | Kelly Stockfisch | Walmart Purchase Card | 7/29/19 4:00pm | As purchases are made |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Distribution: Original kept with card, scan copy to Site Supervisor/Supervisor monthly

Reference: HS 1304.00

2/20 P:Head Start/Admin/Procedure Manual/Time-Expense-Training Time/Monthly Credit Card Log