

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 	<u>PAGES:</u> 2
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-2-903		
<u>SUBJECT:</u> Employee Use of State Issued Credit Cards			
<u>DATE:</u> July 1, 2016			

PURPOSE

This policy is to establish guidelines for employees of the Division of Juvenile Services concerning employee use of state-issued credit cards (i.e. Master Card) for authorized state business travel expenses.

CANCELLATION

This policy has been revised and supersedes Policy 152.00 dated January 1, 2016.

APPLICABILITY

This Policy applies to all Division of Juvenile Services’ employees and facilities.

PROCEDURE

1. Standards of Use
 - a. Use of West Virginia State issued credit cards is an agency determined benefit, not an entitlement and continued use of the card is dependent upon appropriate and responsible use of the card in accordance with agency and Travel Management requirements.
 - b. State issued credit cards shall be used for travel expenses only for official State/Juvenile Services business-related functions. No personal purchases are permitted.
 - c. Employees are personally responsible for all charges to the credit card and must pay the credit card company, in full, immediately upon receipt of the credit card company billing statement.
 - d. Employees must submit an expense account form to the appropriate business office personnel at their respective facility, to request reimbursement of travel expenses within three (3) days of returning from the approved travel, in accordance with Travel Management regulations.

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2. Violations of Standards

- a. Delinquency in payment, i.e., violations of travel management, credit card company or agency requirements regarding appropriate state-issued credit card use, may result in suspension of, or cancellation of, charging privileges to include confiscation of the credit card by the designated supervisor until such time as the delinquency is remedied or until authorized by the Facility Superintendent/Director or the agency director.
- b. The supervisor shall give the employee a receipt for the card if it is confiscated, which shall be signed and dated by both upon repossession of the card and return of the card to the employee.
- c. The card shall be maintained by the Facility Superintendent/Director until it has been determined if the card is to be returned to the employee or destroyed.
- d. Should any employee desire to utilize this account prior to such remedy, the employee may request temporary usage upon Facility Superintendent/Director approval.
- e. It will be the determination of the Facility Superintendent/Director and/or the Director of Juvenile Services if the card is to be permanently revoked. This may be due to violation of credit card company rules, travel management rules, repeated non-payment, misuse of card, inappropriate purchases, excessive balance, late payments, etc.
- f. Regardless of the employee's status regarding possession of a state-issued credit card, business travel may be required and necessary as part of the employee's job requirements. Inability to possess a state-issued credit card due to violation of rules or policy, is not an excuse for an employee's inability to fulfill their job duties.
- g. This policy will be adopted in its entirety and no operational procedure will be developed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:


7/1/16

 Director Date