Policy Statement- The Association’s Finance Department is committed to supporting programs in their growth and management of funds. Finance staff are available to answer questions and train employees on the appropriate processes related to managing budgets, funding sources, and spending, as well as complying with Federal, State, and local laws related to finance.

Training of staff- All employees must participate in and sign off on finance department procedures prior to being issued a credit card, using shared credit cards, or making purchases for reimbursement through their programs.

Supporting Documentation- Employees must provide supporting documentation including the appropriate paper or online form and legible, itemized receipt from the vendor, for all purchases using a CCE Tompkins Credit card or account, or that are submitted for reimbursement (including petty cash). Failure to provide an acceptable receipt may result in the employee being personally responsible for the purchase.

Tax Exempt Status- CCE Tompkins is exempt from NY State Sales tax. Therefore, staff should contact the finance staff and obtain a tax exempt form for any purchases with vendors that do not have the information on file. Employees will be responsible for paying any NY State sales tax that is paid and not recouped from a business.

Permitted Expenses- The use of CCE Tompkins accounts and credit cards is for business purposes only. Purchases are expressly not allowed for:

- Personal purchases (unless for meals while traveling on business)
- Gas for personal vehicles (purchase of gas for rental vehicles is allowable)
- Alcohol (unless for program use and previously approved by program director)
- Other unallowables as designated by the Finance Department

Credit Card Use- An individual assigned or using a CCE Tompkins credit card has been granted the privilege to spend Association funds for business-related expenses. This privilege requires commitment and responsibility that come with the use of a credit card.

Rules for Use of CCE Tompkins Credit Card:
• Keep the credit card secure and the number confidential. Lending or sharing of the card is permitted only when supported by a letter of authorization, signed by the cardholder.
• Comply with the overall monthly limit of the card (usually $1000, but may be increased by request of a supervisor).
• Follow processes set in place for all business related purchases (no personal expenses, use of NYS tax exempt form, and submission of legible receipts from vendors).

Loss of a Credit Card:
• Employee must contact the credit card company to deactivate the card and request a replacement.
• Employee must notify the Finance Department of the loss/theft so they can monitor and contest activity on the lost or stolen card.

Credit Card or Business Accounts – employees will be responsible for reimbursing CCE Tompkins for all purchases for which a receipt is not provided or which are deemed non-business related. In addition, intentional misuse of any credit card or account will be subject to disciplinary action up to and including termination.