

RIVERSIDE HEALTH CARE FACILITIES INC.

Emo, Fort Frances, Rainy River, Ontario

POLICY & PROCEDURE

ISSUED BY: Chief Executive Officer

NUMBER: BA-I-125

PAGE: 1

DATE - ORIGINAL: 07/97

CATEGORY: Administration

DATE - REVIEWED:

DISTRIBUTION: All

DATE - REVISED: 05/00; 06/03; 03/11

AUTHORIZATION: Chief Executive Officer


CREDIT CARDS

POLICY STATEMENT:

Credit Cards in the name of Riverside Health Care Facilities are provided in the following areas:

- a) Gasoline Credit Cards
- b) Telephone Credit Cards
- c) Purchasing Department
- d) Administration

These cards are to be used for corporate related business.

Signature: 	Date: <u>Mar 2011</u>
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PROCEDURE:

1. Gasoline credit cards are authorized for the Biomedical Engineering Service, for corporate vehicle fuel expenses. Gasoline credit cards are available through Materials Management for employees going to meetings, conferences, etc. These cards are signed out and tracked.
2. Telephone calling cards are assigned to the Director, Riverside Community Counselling and Biomedical Services, and are to be used for hospital related communications.
3. Corporate credit cards are authorized for the following staff:
 - Manager, Materials Management
 - Administrative Assistant

The credit cards are to be used for corporate related purchasing expenses.

4. Credit card invoices are to be attached to the statement prior to payment.