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G-05

Title:	WIOA Guidance- Credit Cards	
Program:	Workforce Innovation and Opportunity Act	
Effective:	December 4, 2019	
Revision #:		

Purpose: To clearly define authorized expenses and spending limits of approved card holders.

Background: The Workforce Innovation and Opportunity Act authorizes staff access to an employee credit card so they can have funds available to them for approved expenses.

Policy: The Workforce Development Board Mid-Ohio Valley allows staff access to an employee credit card, which may only be used for business related expenses. All expenses will need to be filed by each employee in a detailed monthly report with original receipts attached. Any receipt that has been lost will then be the expense of the cardholder responsible. No personal or unauthorized expenses will be reimbursed. Any purchase over \$100-499.99 need approval by the administrative coordinator and purchases made \$500 and above will need approval from the Workforce Development Board Mid-Ohio Valley Director.

Action: Authorized staff will be assigned employee credit cards to have access to available funds at any given time. All expenses must be professional, with original back up documentation for each purchase.

Expiration Date: This policy shall remain in effect until revised or canceled by the Workforce Development Board Mid-Ohio Valley.