

OHIO BOARD OF PSYCHOLOGY

POLICY AND PROCEDURE MANUAL

SECTION 8: FISCAL RESPONSIBILITY

POLICY 8.5: STATE PAYMENT CARD USE

PRIOR DATE EFFECTIVE: MARCH 2, 2015

EFFECTIVE: JULY 18, 2019

REVIEWED AND APPROVED



Ronald Ross, Ph.D.
Executive Director

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President

POLICY STATEMENTS AND STANDARD OPERATING PROCEDURES

This policy serves to outline the internal procedures that the Ohio Board of Psychology will follow to safeguard the State's assets, as well as to confirm that payment card transactions are carried out in a manner that is accurate and in accordance with the State of Ohio Payment Card Policies and Procedures Manual and the state purchasing guidelines.

- 1) Purchasing of Items with the Payment Card
 - a) The Administrative Professional 2 is assigned the role as Payment Card Holder for the Board. There is one Payment Card issued to the Board.
 - b) All purchases are to be less than the \$2,500 threshold, and the agency shall not exceed the \$15,000 monthly limit. All purchases over \$500 shall be pre-approved by the Executive Director.
 - c) The payment card shall be used in all available instances, including online purchasing of office supplies, and payment of invoices for vendors who accept credit cards online or via telephone.
- 2) Tracking Items Purchased with Payment Card
 - a) The Executive Director shall sign and date all invoices to be paid by the Payment Card

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- b) The Executive Director shall track purchases via the Payment Card in the agency's internal expenditure logs.
 - c) The Administrative Professional 2 shall review daily emails from the DAS Central Services Agency to determine if there are pending Payment Card purchases for approval by the Executive Director. All approvals shall be done within five (5) business days of showing up on the CSA spreadsheet.
- 3) Reconciliations of Payment Card Purchase
- a) Reconciliations of Payment Card invoices/vouchers will be performed monthly by the Administrative Professional 2 with a review for accuracy by the Executive Director.
- 4) Payment Card Related Documentation
- a) The Administrative Professional 2 and Executive Director shall maintain a copy of the Board's cardholder agreement, cardholder application, and cardholder information.
 - b) The Administrative Professional 2 shall keep the Payment Card in an accessible but secure location.