Neighbors In Need Of Services, Inc.

"Creating a brighter future for our children and la Familia"

Finance Department's Center Purchase and Ordering Procedures

Contents

Visa and HEB Credit Card Policy Statement:

This policy establishes guidelines for the appropriate and responsible use of NINOS, Inc.'s Visa and HEB credit cards. The purpose is to ensure that all petty cash and Child and Adult Care Food Program (CACFP) purchases are properly recorded, documented, and reconciled while maintaining the security and integrity of NINOS, Inc.'s credit card accounts.

Credit Card Policy Guidelines:

1.1.   Authorization:
   a) Only designated personnel, as approved by the Executive Director, are authorized to use the Visa and HEB credit cards for CACFP and petty cash expenses.
   b) The authorized personnel must adhere to NINOS, Inc.'s policies and procedures for purchasing and expense reimbursement.
   c) Using credit cards for personal expenses or unauthorized purchases is strictly prohibited.

1.2.   Card Issuance:
   a) Credit cards issued for CACFP and petty cash use will be assigned to the Area Manager responsible for managing all credit card transactions.
   b) Area Managers will be assigned:
      • One Visa credit card for petty cash purchases
      • One HEB credit card for each assigned center
      • One HEB credit card per manager for miscellaneous purchases (parent committee meetings, Day at the Zoo, etc.)
   c) Area Managers must sign an acknowledgment form, accepting the responsibility for the appropriate use and safeguarding of the credit card.

1.3.   Visa Credit Card Expense Eligibility:
   a) Credit card usage for petty cash is limited to small incidental expenses no larger than 29.99, such as office supplies, minor repairs, and other miscellaneous items that do not exceed a predetermined threshold.

1.4.   HEB CACFP Credit Card Expense Eligibility:
   a) The assigned center HEB credit card is strictly for CACFP meal preparation purchases.
   b) Using the HEB credit card for any other than CACFP meal preparation purchases is strictly prohibited.

1.5.   Documentation:
   a) The Area Manager must obtain an itemized receipt or invoice for every Visa or HEB purchase.
   b) The receipt or invoice must include the date of purchase, vendor name, description of items/services purchased, and the amount paid.
   c) The cardholder must ensure that the receipt or invoice clearly indicates that the payment was made with the credit card.

1.6.   Visa Credit Card Spending Limit
   a) A monthly spending limit of $120 is established for each credit card used for petty cash expenses.
   b) Credit Card usage cannot exceed $1,440 per fiscal year.

c) The spending limit applies to the total amount spent using the credit card for petty cash purchases within a calendar month.
a) The Visa credit card cannot be used after March 15th for the Finance Department to reconcile the accounts before the end of the fiscal year.

1.7. Center Record Keeping:
   a) The Area Manager is responsible for retaining all credit card receipts and invoices related to HEB, CACFP, Sysco, Gulf Coast, Oak Farms, and petty cash expenses.
   b) Receipts and invoices must be submitted to the finance department within two days of purchase for reconciliation and record-keeping purposes.
   c) The Area Manager is responsible for retaining all hard copies of invoices, receipts, and completed forms under NINOS, Inc.'s Report Retention Policy for seven years.
   d) After seven years, the stored documentation must be shredded according to NINOS, Inc.'s record destruction policy.

1.8. Finance Department Record Keeping:
   a) The Director of Finance is responsible for retaining all electronic invoices, receipts, and completed Invoice Documentation Forms saved in Dropbox and the Finance Network Drive under NINOS, Inc.'s retention of accounting manual electronic files policy for seven years.
   b) After seven years, the Director of Finance must submit a work order to MIS Department to remove and delete files from Dropbox and the Finance Network Drive.

1.9. Reconciliation:
   The Finance Department will reconcile credit card statements with the supporting documentation provided by the Area Managers. Any discrepancies or questionable expenses will be investigated and resolved promptly.
   a) Bookkeeper 1 will print the completed vendor documentation form to reconcile them with the credit card and invoice statements.
   b) Bookkeeper 1 will allocate expenditures based on the center's using the appropriate Vendor Reconciliation Coversheet.
   c) Bookkeeper 1 will submit the completed packet that includes the vendor statement, completed vendor receipts/invoices, and vendor reconciliation coversheet for approval of the Director of Finance.
   d) After approval by the Director of Finance, bookkeeper 2 will process the payment.
   e) After payment, bookkeeper 2 will scan the payment packet and name it using the convention of "Date (year & month)_Vendor." The date will reflect the month of the expense.
   EXAMPLE: Payment packet for HEB on 6/25/2023 paid for the expense that occurred on 5/25/2023 will have the file name as:
   2023-05_HEB
   The scanned packet for CACFP must be saved in the Finance's Drive as follows:
   Finance -> Invoices -> Fiscal Year -> CACFP/Miscellaneous/Petty Cash -> Vendor
   EXAMPLE: Finance\Invoices\Fiscal 2023-2024\CACFP\HEB\

1.10. Reporting:
   a) The finance department will generate monthly reports summarizing all credit card expenses.

a) These reports will be reviewed by management to ensure compliance with policies and identify any potential issues or misuse.
b) Any discrepancies will be resolved, and the finance department will generate reports for management review.

1.11. Security:
a) Credit cards should be kept in a secure location when not in use.
b) Cardholders should protect their credit card information and not share it with unauthorized individuals.
c) Lost or stolen credit cards must be reported immediately to the finance department.

Visa Credit Card Purchasing Procedures:

2.1. Requesting Petty Cash:
a) The cardholder must complete a Petty Cash Credit Card Documentation Form (FIN-1001) For each purchase.
b) The request must include the purpose and justification for the petty cash purchase.

2.2. Making Petty Cash Purchases:
a) The cardholder must obtain an itemized receipt or invoice for each transaction and ensure it includes the necessary details.
b) The cardholder should review each receipt for accuracy and report any discrepancies or issues to the finance department.
c) **Taxes are not to be charged on any receipts.**

2.3. Center's Receipt Reporting and Submission Process:
a) The Area Manager must complete a Petty Cash Credit Card Documentation Form (FIN-1001) for each petty cash receipt.
b) The receipt must be attached to the completed FIN-1001 form (following the form's instructions).
c) After completion of the FIN-1001 form, the Area Manager or Center Director must scan the form FIN-1001 using the Scan Snap software and desktop scanner.
d) The scanned form must be named using the convention of "Date (year, month, day)_Center_Last 4 digits of credit card."
EXAMPLE: Purchase receipt from Walmart on 5/25/2023 for La Gallina HS/EHS using the credit card ending in 2467.
File Name: **2023-05-23_La Gallina_2467**
e) The scanned FIN-1001 form file must be saved in the center's Dropbox Finance Petty Cash folder as follows:
AM## -> Finance -> \Program Year\Petty Cash\Center
EXAMPLE: AM7\Finance\2022-2023\Petty Cash\La Gallina

HEB Credit Card Purchasing Procedures:

3.1. HEB Transactions:
a) The Area Manager must attached receipt to FIN-1002_HEB Receipt Documentation Form for each transaction.

3.2.   Making HEB Purchases:
a) The Area Manager must obtain an itemized receipt or invoice for each transaction and ensure it includes the necessary details.
b) The Area Manager must review each receipt for accuracy and report any discrepancies or issues to the finance department.
c) Taxes are not to be charged on any receipts.

3.3.   Center's Receipt Reporting and Submission Process:
a) The Area Manager must complete an HEB Credit Card Documentation Form (FIN-1002) for each HEB receipt (following the form's instructions).
b) After completion of the FIN-1002 form, the Area Manager must scan the form FIN-1002 (with the attached receipt) using the Scan Snap software and desktop scanner.
c) The scanned form must be named using the convention of "Date (year, month, day)_Center_Last 4 digits of the credit card used."
EXAMPLE: Purchase receipt from HEB on 5/25/2023 for La Gallina HS/EHS using HEB card ending in 5678.
File Name: **2023-05-23_La Gallina_5678**
d) The scanned FIN-1002 form file must be saved in the center's <u>Dropbox</u> Finance HEB folder as follows:
AM## -> Finance -> Program Year\HEB\Center
EXAMPLE: AM7\Finance\2022-2023\HEB\La Gallina

Sysco Ordering and Reporting Procedures:

4.1.   Sysco Transactions:
a) The Area Manager must collect from Sysco invoices from any transaction and must be signed.

4.2.   Sysco Orders:
a) The Area Manager must obtain an itemized receipt or invoice for each transaction and ensure it includes the necessary details.
b) The Area Manager must review each receipt for accuracy and report any discrepancies or issues to the finance department.
c) Taxes are not to be charged on any receipts.

4.3.   Center's Receipt Reporting and Submission Process:
a) The Area Manager must scan the invoice using the Scan Snap software and desktop scanner.
b) The scanned form must be named using the convention of "Date (year, month, day)_Center_Vendor."
EXAMPLE: Purchase receipt from Sysco on 5/25/2023 for La Gallina HS/EHS
File Name: **2023-05-23_La Gallina_Sysco**
c) The scanned file must be saved in the center's <u>Dropbox</u> Finance Sysco folder as follows:
AM## -> Finance -> Program Year\Sysco\Center
EXAMPLE: AM7\Finance\2022-2023\Sysco\La Gallina

Gulf Coast Ordering and Reporting Procedures:

4.1. Gulf Coast Transactions:
   a) The Area Manager must collect from Gulf Coast invoices from any transaction and must be signed. The invoice will be separated between the following categories.
      - Kitchen
      - Janitorial

4.2. Gulf Coast Orders:
   a) The Area Manager must obtain an itemized receipt or invoice for each transaction and ensure it includes the necessary details.
   b) The Area Manager must review each receipt for accuracy and report any discrepancies or issues to the finance department.

4.3. Center's Receipt Reporting and Submission Process:
   a) The Area Manager must scan the invoice using the Scan Snap software and desktop scanner.
   b) The scanned form must be named using the convention of "Date (year, month, day)_Center_Vendor."
      EXAMPLE: Purchase receipt from Gulf Coast on 5/25/2023 for La Gallina HS/EHS for Kitchen items.
      File Name: **2023-05-25_La Gallina_Gulf Coast**
   c) The scanned file must be saved in the center's Dropbox Finance Gulf Coast Kitchen folder as follows:
      AM## -> Finance -> Program Year\Gulf Coast - Kitchen or Janitorial\Center
      EXAMPLE: AM7\Finance\2022-2023\Gulf Coast - Kitchen\La Gallina
   d) The folder in dropbox that the file will be saved in is either **Kitchen** or **Janitorial** based on the category that the invoice belongs to

Oak Farms Ordering and Reporting Procedures:

5.1. Oak Farms Transactions:
   a) The Area Manager must attached the receipt to FIN-1003_Oak Farms Receipt Documentation Form for each transaction.

5.2. Oak Farms Orders:
   a) The Area Manager must obtain an itemized receipt or invoice for each transaction and ensure it includes the necessary details.
   b) The Area Manager must review each receipt for accuracy and report any discrepancies or issues to the finance department.
   c) Taxes are not to be charged on any receipts.

5.3. Center's Receipt Reporting and Submission Process:
   a) The Area Manager must complete a Oak Farms Order Documentation Form (FIN-1003) for each Oak Farms Invoice (following the form's instructions).
   b) After completion of the FIN-1003 form, the Area Manager must scan the form FIN-1003 (with the attached invoice) using the Scan Snap software and desktop scanner.

c) The scanned form must be named using the convention of "Date (year, month, day)_Center_Vendor."
   EXAMPLE: Purchase receipt from Oak Farms on 5/25/2023 for La Gallina HS/EHS
   File Name: **2023-05-25_La Gallina_Oak Farms**
d) The scanned FIN-1003 form file must be saved in the center's <u>Dropbox</u> Finance Oak Farms folder as follows:
   AM## -> Finance -> \Program Year\Oak Farms\Center
   EXAMPLE: AM7\Finance\2022-2023\Oak Farms\La Gallina