



ROCKY MOUNTAIN REGION OPERATING INSTRUCTION 18-2

27 MARCH 2018

APPROVED/A. FARRIS/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURE – CREDIT CARDS

This instruction prescribes the use of the Rocky Mountain Region corporate credit cards.

1. Administration. Corporate credit cards issued through Synovus Bank and assigned to certain RMR members will be used in accordance with CAPR 173-1. RMR credit cards are issued to certain members authorized by the RMR Finance Committee. RMR corporate credit cards will be used for purchases of goods and services directly related to the members' scope of duty.
2. Reporting. The RMR corporate credit card account closes around the 18th of the month. The RMR FM will provide a copy of each members' statement electronically as soon as it becomes available. The member must complete the RMR "VISA Certification" form within 5 business days and send to the RMR FM as an Excel document. All receipts must be scanned in PDF format and sent at the same time as the "VISA Certification" form. Members may send credit card receipts to the RMR FM when purchases are made to ensure timely reporting of usage. All receipts must show the amount, date, place and item(s) purchased. Members must ensure that the purpose of the credit card charges are correctly documented on the "VISA Certification" form. Members are responsible for ensuring that charges are accurate. Suspected fraudulent charges on a members' statement must be reported to RMR FM immediately.
3. Personal Use. Members will not use the corporate credit card for personal purchases.

THOMAS R. KETTELL, Colonel, CAP
Commander

ATTACHMENT 1 – COMPLIANCE ELEMENTS

There are no compliance elements to this operating instruction.