

Procedure for Using Your Credit Card

Members who receive professional development (PD) funds of \geq \$500 for their position will be assigned a Conservation Legacy credit card. Member use of credit card is at the discretion of CCNM and will be suspended or cancelled if Member does not comply with credit card responsibilities.

Step 1 (Program Director)

If your position comes with PD funds and is \geq to \$500, the Program Director will order a credit card about 2 weeks before your term starts and send an email to you and your supervisor noting the amount. Credit cards usually take about 2 weeks to arrive at your host site once requested. PD funds are listed in the position description benefits section during the hiring process. If you would like to know if your position comes with PD funds, please reach out to your Program Coordinator.

Step 2 (CCNM Program and Member)

Wells Fargo – *WellsOne Expense Manager*

- Once your card is enroute to your host site, you will receive an email from the credit card team with information to set up your Wells Fargo account for cardholder reconciliation during your term. Pay close attention to this email as it is important for you to set up your account promptly.
- You will also receive a separate email from Wells Fargo with a temporary password to complete your account set up. This password expires so set up your account as soon as you have this password and receive email from the credit card team.

Step 3 (CCNM Program)

CCNM Program Staff will send an email to schedule a 30-minute credit card orientation for your first week to review expectations and credit card coding for purchases made during your term. Be on the lookout for that communication as it may be included with your general CCNM orientation or a separate meeting.




Step 4 (CCNM Program and Member)

Credit Card Orientation

Program Staff will schedule an orientation to go over the following procedure and expectations for credit card use during your term.

- **Conservation Legacy Card Holder User Agreement**
 - Before using your credit card, you will need to sign the Card Holder User Agreement so our Credit Card Team can remove your card from suspension.
 - Send the completed form to the credit card team and copy your Program Coordinator

	CONSERVATION LEGACY 701 Camino del Rio, Suite 101 Durango, Colorado, 81301 970.403.1149		
Conservation Legacy Cardholder User Agreement			
<p>_____ (name) is being entrusted with a Conservation Legacy commercial credit card, issued by Wells Fargo Bank with a monthly limit of \$ _____. The card is provided to you based on your need to purchase goods and services for Conservation Legacy. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission. Your initials next to each item and signature below indicates that you have read and will comply with the terms of this agreement.</p>			
<div style="border: 1px solid black; padding: 2px;">Your Legal Name</div>	<div style="border: 1px solid black; padding: 2px;">Amount of your total PD funds</div>		
<p>1. I understand that I will be making financial commitments on behalf of Conservation Legacy and will strive to obtain the best value for Conservation Legacy.</p> <p>2. I have read and will follow the Commercial Card Policies and Procedures. Failure to do so could be considered as misappropriation of Conservation Legacy funds. Failure to comply with this Agreement may result in either revocation of my use privileges or other corrective action, up to and including termination.</p>			
<div style="border: 1px solid black; padding: 5px; width: 150px; float: left; margin-bottom: 10px;">Initial each item from 1 - 12</div> <table style="width: 100%;"><tr><td style="width: 50%;"><p>_____ Employee Name (Print)</p><p>_____ Employee Signature</p></td><td style="width: 50%;"><p>_____ Commercial Card Account Number (Last 8 digits)</p><p>_____ Date</p></td></tr></table> <div style="border: 1px solid black; padding: 5px; width: 200px; float: right; margin-top: 10px;">Enter the last 8 digits of your physical card. You won't be able to complete this part until you receive the credit card</div> <div style="clear: both;"></div>		<p>_____ Employee Name (Print)</p> <p>_____ Employee Signature</p>	<p>_____ Commercial Card Account Number (Last 8 digits)</p> <p>_____ Date</p>
<p>_____ Employee Name (Print)</p> <p>_____ Employee Signature</p>	<p>_____ Commercial Card Account Number (Last 8 digits)</p> <p>_____ Date</p>		

- **WellsOne account overview and cardholder reconciliation process**
 - **Helpful Tips**



- The WF system is set up for permanent staff, so the credit limit resets each month. You will need to keep track of your spending and balance separately. See Professional Development Funds Procedure on the CCNM Member Resources page for more information.
- You are able to filter out your expenses by categories – To Do, Pending Approval, and Completed.

Expenses

- You are able to code multiple transactions at once

Expenses	
<input type="checkbox"/>	Chuckys Convenient St 8.59 USD
<input type="checkbox"/>	Warrior 24.71 USD
<input type="checkbox"/>	Murphy Express 8536 27.72 USD
<input type="checkbox"/>	La Quinta Inn & Suites1 302.34 USD
<input type="checkbox"/>	Bien Mur Travel Center 13.94 USD
<input type="checkbox"/>	Speedway 44861 30.10 USD
<input type="checkbox"/>	Fsp*san Juan Printing 113.60 USD

- **Coding** – make sure to complete the following sections when coding purchases
 - **Link itemized receipt**
 - **Enter GL Code**
 - FOR SUPPLIES, ALWAYS ENTER “6260 Reimbursed Project Supplies – IDP”
 - FOR EXPENSES RELATED TO TRAVEL/LODGING, ALWAYS ENTER “6430 Reimbursed Project Travel – IDP”
 - **For program** enter CCNM
 - **For Bill to/Grant** enter agency you are placed with (ex. BLM)
 - **Enter agreement #** provided by CCNM staff in orientation follow-up email



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- **For Missing Receipt**, enter Y or N (if you are missing a receipt, you still need to attempt to acquire that receipt before submitting the expense to CCNM for approval)
- **For Business Purpose**, enter a sufficient description of use of funds
- **ADRT Category** – do not enter anything here as this section is for disaster relief purposes

7. Click on an expense to complete the required fields and click **Complete**.

Supplier Details
Purchase FedEx
Business Purpose *

Complete Update Description is required. Options

****Clicking the *Complete* button will route the transaction to your manager for approval.**

• Receipts Guidance

- Conservation Legacy is primarily federally funded, and the regulations are stricter than most.
- What information needs to be on the receipt?
 - Vendor
 - Date of Purchase
 - Itemization
 - Total
- What is itemization?



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- Itemization is a brief description of each item that was paid for with the price per item and the quantity.

Example of Itemized Receipt ✓

Customer Information	
Jimmy Johns #799	✓
1417 Farson St	
402-614-1315	

Transaction Details	
03-10-2015 Chk# 140 Open 12:11 PM	
Trk 586 Reg# 1 12:11 PM	
#10 Hunters Club	5.99
Wheat	
ADD roast beef	1.50
Med Fountain	1.50
Combo	-0.10
Jimmy Regular Chips	1.25
Restaurant Tax	0.25
Subtotal	10.39
Sales Tax (7.3)	0.73
Total \$ 11.12	

*** PAID ***

Credit Tendered 11.12 Tip 0.00

Merchant Information	
AJ'S NY PIZZERIA	✗
301 Poyntz	
Manhattan, KS 66502	

CREDIT CARD SALE	
Card Number: xxxxxxxxxxxx9928	
Date: 03/11/2015 7:27 pm	
Auth Code: 181051	
Cashier: HM02	
Order: 321963	
Table:	
Server: HM02	
SUB TOTAL:	\$15.51
Tip:	
Total:	

X _____

- Missing or Insufficient Receipts
 - Insufficient Receipts will need to be corrected in order to be approved. If you try but are unable to provide corrections then you will fill out an Insufficient Receipt Affidavit. Your Program Coordinator will have more information about this process.
 - Missing Receipts – you must attempt to track down the receipt for your expense. This means emailing, calling, searching the company's website, or going in person to acquire the receipt. Only after you have exhausted all reasonable methods, will you be able to complete a Missing Receipt Affidavit. Please reach out to your Program Coordinator for more information.
 - If missing/insufficient receipts becomes a pattern, your card may be suspended or cancelled.
- After your orientation, you will receive an email with coding information and resources.
Please save this email for reference during your term.
 - Cardholder Agreement Form** to sign and return to the credit card team
 - Credit Card Policies and Procedures** for guidance during your term
 - Cardholder Review Quick Reference Guide** to reconcile purchases
 - Excel Sheet** to track your purchases and remaining funds – *CCNM Staff will send out updates on balances by request, but you are primarily responsible for tracking your PD fund usage and balance.*
 - Card Billing Address** may be Conservation Legacy's Colorado address or the address of your host site.
 - Receipt Quick Guide** to understand what is required for receipts

▪ **Card Expense Coding:**

- Link itemized receipt
- GL code will be either
 - FOR SUPPLIES, ALWAYS ENTER “6260 Reimbursed Project Supplies – IDP”
 - FOR EXPENSES RELATED TO TRAVEL/LODGING, ALWAYS ENTER “6430 Reimbursed Project Travel – IDP”
- Program: CCNM
- Bill to/Grant: Agency you are placed with
- Agreement #: provided in email following credit card orientation
- Missing Receipt: enter Y or N
- Business Purpose: specific description of use of funds

Step 5 (CCNM Program and Member)

During Your Term

- WellsOne Expense Manager does not have grace periods or approval periods. It is a “complete as you go” approval system, which means that you can code transactions as soon as they appear in your account. However, CCNM Program Staff will send reminder emails to ensure financial deadlines are met.
- **At the beginning of each month**, you will receive a reminder email to code your transactions for the prior month. You will have until the 10th day of the current month to code your transactions.
- If you do not code your transactions and upload receipts by the deadline, your card will be suspended until you complete required tasks.
- You may also receive queries from CCNM Program Staff to make corrections. Failure to respond and make corrections in a timely manner will result in your card being suspended.

Common Issues

- Credit card declined
 - Call Wells Fargo at 1-800-932-0036.
 - Sometimes WF assigns the card’s address to Conservation Legacy’s Colorado address or your host site’s address.
- Accidental Personal Purchase
 - It happens to the best of us. If you accidentally use your company card for a personal purchase, please reach out to your program coordinator for guidance. The personal purchase will be deducted from your next pay check.

- **Lost or Stolen Card**
 - Immediately call Wells Fargo at 1-800-932-0036.
 - Notify Conservation Legacy Credit Card Team and CCNM Program Staff.
 - Wells Fargo will cancel your card and send a new one.
- **Fraudulent Charge**
 - Immediately call Wells Fargo at 1-800-932-0036.
 - Have your card information and Unique ID ready.
 - Inform Wells Fargo that you suspect a fraudulent charge on your card.
 - Notify Conservation Legacy Credit Card Team and CCNM Program Staff
 - Wells Fargo will cancel your old card and send a new one.

Step 6 (CCNM Program and Member)

Exiting

At least two weeks prior to your exit, you will receive instructions from your CCNM program coordinator regarding where to mail back the credit card.

Your card will be cancelled on the Monday of your final week, so you are able to wrap up credit card reconciliations and mail the card prior to your departure. If you schedule an event such as a conference/training that requires use of the credit card during your final week, you must notify your Program Coordinator at least one month in advance of your exit or you will be responsible for paying the costs upfront and then need to request an expense reimbursement. You will have access to your Wells Fargo account for about two weeks after your exit to tie up any loose ends.

Remember that wrapping up all credit card responsibilities is important for AmeriCorps members to receive your education award and for all members to remain in good standing with Conservation Legacy.

If you encounter situations outside of our above policies and procedures, please contact your Program Coordinator for assistance.