

DHHS POLICIES AND PROCEDURES

Section II:	Budget and Analysis
Title:	State Issued Credit Cards
Current Effective Date:	5/31/05
Revision History:	8/1/02
Original Effective Date:	2/1/96

Purpose

The purpose of this policy is to clarify the process for acquiring a state issued credit card.

Policy

American Express Corporate cards may be issued to the Department of Health and Human Services (DHHS) employees who routinely travel on behalf of the State of North Carolina.

Implementation

The request for an American Express Corporate card must be made in a memo to the person designated as the credit card officer for the division/facility/school and must be approved by the employee's supervisor.

The American Express Corporate card can be used in the execution of official state business only, and is not to be used for personal expenses.

The employee is responsible for paying all charges to American Express Corporate.

For questions or clarification on any of the information contained in this policy, please contact [Budget and Analysis](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).