

Perform Air International Inc.
Administrative System Manual
Procedure III.28: A/P Credit Card Procedure

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-Release
1	12/31/10	Revision to 3.0- Responsibility. Addition of Definitions. Repagination of 4.0 thru 6.0. Revision to 5.4
2	07/01/13	Pagination of 3.1 thru 3.4 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
3	02/28/20	Revision to Department name in 3.2, 3.3 and 5.1

1.0 Purpose:

To ensure all purchase orders that utilize the use of a credit card as payment are applied accordingly within the system ensuring an accurate accounts payable aging report.

2.0 Scope:

All purchase orders utilizing a credit card as the method of payment.

3.0 Responsibility:

3.1 The maintenance of this procedure is the responsibility of the Accounting Manager or designee.

3.2 It is the responsibility of the *Materials Control* Department to issue accurate purchase orders.

3.3 It is the responsibility of the *Materials Control* Manager or designee to advise the Accounting Department if a credit card purchase is required.

3.4 It is the responsibility of the Accounting Department to ensure all credit card purchases are appropriately recorded within the payables module.

4.0 Definitions: No Definitions Required.

5.0 Procedure:

5.1 Upon receipt of a purchase order and proforma invoice from the *Materials Control* Department, a review of the payable terms is done to determine payment requirement.

5.2 If the purchase order has a credit card payment requirement, the Accounting Manager or designee is notified. The Accounting Manager identifies the department who requires the credit card payment for offset purposes. Once this information has been determined, the Accounting Department will notify the vendor to provide the necessary credit card information.

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5.2.1 If credit card payment is done online, the Accounts Payable Manager will provide credit card information at that time.

5.3 Upon receipt of the vendor invoice (if applicable), a verification to the merchandise receipt will occur, ensuring accuracy within the system.

6.0 Records: No Records Required.