



3.105 – American Express Automated Payments

Policy Purpose and Scope

The purpose of this policy is to outline the procedures utilized for payments which are automated through an American Express account. This policy provides for a quarterly review of any payments processed through the use of an American Express account.

Roles and Responsibilities

The Assistant Controller is responsible for reviewing those payments processed through the use of an American Express account. Updates to and monitoring of this policy are the responsibility of the Assistant Controller.

Operational Procedures

PhotoBiz's American Express account is used to pay several recurring monthly and/or quarterly expenses. . These payments are for routine monthly expenses and should be monitored for correct assessment.

In order to monitor these monthly charges, an American Express Covered Purchase Order for Automated Payments is to be completed on an annual basis by the Assistant Controller. Once completed, the Controller should review the American Express Covered Purchase Order for Automated Payments to ensure all recurring monthly expenses have been properly accounted for and assigned to the appropriate general ledger account. Upon approval by the Controller, the approved American Express Covered Purchase Order for Automated Payments should be placed in the credit card binder for monitoring purposes.

A quarterly review of the American Express Covered Purchase Order for Automated Payments should be conducted by the Assistant Controller to ensure all recurring charges have been properly accounted for, i.e. the correct amount was booked to the correct account.