



Standard Operating Procedures



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Name of Policy:	Procedure for Use of Doctor Credit Cards	Departments:	PC, ER, all Specialty Departments
Category & No.:	TRA-1.1	Effective by:	1/1/2023
Version No.:	1.0	Revision History:	Updated 1/23/23

Purpose: To define how payment for CE, memberships, and licenses can be obtained for doctors.

Materials Required: Doctor credit card; Doctor Credit Card Form; credit card drop box; Doctor Credit Card Sign-off Sheet

Procedure:

1. Once you have need of a credit card, please ask Sofia Davis (sdavis@mlahvet.com). You will need to sign off that you have taken a card.
2. Use the credit card for expenses pertaining to your CE (travel, hotel, registration fees, etc.), memberships, or licenses. **MAKE SURE TO HAVE RECEIPTS FOR EVERYTHING!** For all other expenses that you are using your discretionary fund for, please use the google form for reimbursements.
3. Submit all information **INCLUDING RECEIPTS** via this form, which is also located in MLAH Staff Forms folders on all the computers: [Click here](#)
4. Please remember to pick up the credit card from Sofia Davis before your trip!
5. Return the card promptly (within 3 days or 3 days from returning from your trip) to Sofia Davis. There is a card drop box on her desk, and make sure to sign that you have returned the card on the Doctor Credit Card Sign-off Sheet located on the drop box.
6. Please make sure to request any time off through ADP.

References:

[Doctor Credit Card Sign-Off Sheet](#)