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Office of Compliance Issuance

27-2026

Release Number-Program Year

Active Date: 04/03/2026
Effective Date: 04/03/2026
Expiration Date: Continuous, until further notice

Family and Workforce Centers of America (FWCA) is the fiscal agent and workforce support organization for Saint Louis County Workforce Development.

SUBJECT:

Credit Card or Check Usage Policy

ATTACHMENTS (if any): N/A

This Issuance is an official policy of St. Louis County Workforce Development.

This Issuance Affects:

- Workforce Innovation and Opportunity Act (WIOA) Programs
Title I: Adult
Title I: Dislocated Worker
Title I: Youth

FOR THE ATTENTION OF:

All applicable WIOA staff or subcontractors—Implementation of this policy is immediate and continuous.

RESCISSIONS: N/A

REFERENCES:

OWD Issuance – 16-2022

SUMMARY

This policy describes the policies and procedures of using a STLCOWD credit card, debit card, and/or check.

BACKGROUND

STLCOWD and its sub-recipients have the responsibility to institute internal controls that safeguard funding. STLCOWD and its sub-recipients must make the best judgement in instituting the most appropriate and cost-effective internal control processes in their respective organizations.

SUBSTANCE

It shall be the responsibility of the check or cardholder to safeguard the card/check and use it appropriately. The card should be used with good judgment and as cost efficiently as possible for STLCOWD work-related expenditures. The user of the card/check is responsible for all charges made against the card/check and the proper documentation to use.

STLCOWD utilizes a manual purchasing system to authorize use of assigned debit cards, charge cards or checks.

1. It is the responsibility of the check or cardholder to safeguard it and familiarize themselves with STLCOWD's policies.
2. Submit the **Request** and supporting documents for review to STLCOWD's Executive Director or FWCA's Executive Leadership to verify availability of funds.
 - Submitter will be notified that **Request** has been approved and can proceed with purchase or
 - STLCOWD authorized buyer(s) will place the order.
3. Original receipts must be submitted with appropriate forms to STLCOWD's Executive Director or FWCA's Executive Leadership.
4. Monthly credit card statements will be reviewed by STLCOWD.
5. Sub-recipients and outside vendors follow your company's internal policies and procedures.

Please note: STLCOWD Executive Director or FWCA's Executive Leadership is consulted to review requests and verify the availability of funds before any request is approved. An employee who makes unauthorized use of STLCOWD credit card, debit card, or check will be subject to discipline consistent with STLCOWD policies and will be responsible for the reimbursement of unauthorized/ineligible expenses.

INQUIRIES

Please direct all questions or comments regarding this Issuance document to stlcowd@fwca-stl.com. All active, expired, or rescinded Issuances are available upon request.