

Safeguard your Corporate Card program

Fraud prevention best practices

1. Strengthen client controls

- Segregate card issuance and handling, using a minimum of two program administrators
- Set requirements for obtaining a card
- Determine the approval process

2. Implement internal policies

- Consider what types of transactions are allowed or restricted
- Train staff prior to card issuance
- Create a policy for out-of-the-ordinary transactions or exceptions

3. Create a robust audit process

- Focus on cardholders with the highest monthly dollar amount or number of transactions
- Audit a sample of new cardholders after 60–90 days to ensure they understand your policies
- Look at vendors used and transactions per vendor, paying particular attention to unique or unusual vendors

Clues that suggest fraud:

- High cash usage
- Multiple disputes
- Split purchases
- Unusual vendor names



DO

- Set up mobile alerts for real-time visibility into your cards
- Only issue cards to employees if it benefits the organization
- Ensure items are coded properly to aid reconciliation



DON'T

- Allow personal transactions on corporate cards
- Give responsibility for card issuance and handling to the same employee
- Allow cash transactions without setting a minimal threshold or testing for high cash usage

Tips for program administrators

- Identify fraud early with timely reconciliation
- Monitor declined authorizations for signs of abuse
- Consider category restrictions and dollar thresholds