



CREDIT CARD POLICY

Policy No. 11 (2013)

Replaces: New

Date Passed: April 8, 2013

BACKGROUND

Commission authorized credit cards provides Administration of the Commission with an efficient and convenient method of purchasing that reduces the need to use other methods of procurement for small-dollar-value goods.

Administration is encouraged to use the Commission corporate credit card for, business expenses, and small-dollar-value purchases. Using a corporate credit card, instead of other forms of payment, saves time for both the user and Accounts Payable.

PURPOSE

The purpose of this policy is to define the business rules and restrictions for using the Commission corporate credit.

DEFINITIONS

1. Approver - The Commission Administrator and to whom the cardholder reports. In the case where the Administrator is a cardholder, the approver shall be the Commission Chair.
2. Cardholder - The specific individual whose name appears on the corporate credit card.
3. Commission Corporate Credit Card - The credit card issued on behalf of the Commission.
4. Fraud - Unauthorized use of corporate credit card or card number by someone other than the individual to whom it is issued.
5. Misuse/ Abuse - Unauthorized or inappropriate use of the corporate credit card or card number by the employee to whom the card is issued.

POLICY

1. Scope
 - This policy applies to all Commission employees who have been issued a corporate credit card.
2. Consequences of Non-Compliance
 - a. Failure to adhere to this policy may result in:
 - i. Suspension of corporate credit card privileges.
 - ii. Mandatory reimbursement to the Commission for inappropriate purchases or fees.

3. General Use of the Commission Corporate Credit Card

- a. Cardholder must comply with all corporate credit card policies and procedures to retain the use of a corporate credit card.
- b. The Commission corporate credit card is strictly to be used for, or while, conducting official business on behalf of Commission. Personal purchases are not allowed under any circumstances.
- c. Circumventing the approved single transaction limit is prohibited.
- d. The Commission corporate credit card is not transferable and may only be used by the individual whose name appears on the card.
- e. The Commission corporate credit card must not be used in conjunction with any cards or programs that result in personal gain, including but not limited to bonus points, discount dollars or rebates.
- f. Cardholders are to take all reasonable measures to secure the Commission corporate credit card, including card number, in order to safeguard it from loss, theft, or unauthorized use.
- g. Cardholders are not entitled to travel advances. All expenses incurred while traveling on Commission business should be charged to the Commission corporate credit card.
- h. No employee may approve their own expenses.
- i. The Commission corporate credit card must be surrendered upon request of the approver.
- j. Cardholders must submit the original, detailed receipt that itemizes what was purchased, as well as the card slip for each transaction. A card slip that only shows the total amount of the purchase is not sufficient.
- k. If a business meeting, event, lunch, or dinner expense is incurred, the cardholder must identify the names of the other participants and the company or organization that they represent, as well as the nature of the business discussed.
- l. If cardholder is uncertain if their purchase will be in adherence with Commission policy they should consult their approver.

4. Missing Receipts

- a. If a detailed receipt is lost or goes missing the cardholder must obtain a duplicate receipt from the merchant.
- b. Cardholder may not, under any circumstance, use the receipt from a corporate credit card purchase to seek personal reimbursement.

5. Dispute of Transactions

- a. In the event of a discrepancy, cardholders are responsible for disputing the transaction with the merchant or Credit Card Company.
- b. If there is a transaction from a merchant that the cardholder does not recognize, the cardholder is required to contact the credit card company to report the incident.

6. Changes to Cardholder Status

If the cardholder no longer requires the Commission corporate credit card, is taking a leave of absence, is terminated, they must surrender their Commission corporate credit card to their approver.

7. Commission Corporate Credit Card Limits

Commission corporate credit card shall have a limit of two thousand dollars (\$2000.00)

8. Lost or Stolen Commission Corporate Credit Card(s)

- a. Cardholders are to take all reasonable measures to secure the Commission corporate credit card, including the card number, in order to safeguard it from loss, theft, or unauthorized use.
- b. If a Commission corporate credit card is lost or stolen the cardholder shall immediately contact the bank to cancel the card. The cardholder shall also inform the approver.

9. Purchases Not Permitted

- a. Items not related to Commission business.
- b. Personal purchases.
- c. Meals for which a per diems are claimed.
- d. Alcohol
- e. Cell phones or prepaid phone cards
- f. Parking/traffic violations

NOTE: the cardholder must reimburse Commission for any inappropriate purchases or fees within fourteen (14) Days of the following month.

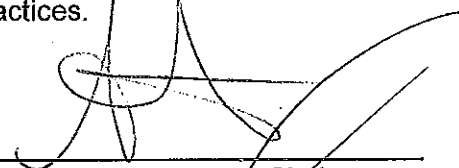
10. Approver's Responsibility

- a. Ensure all receipts are attached to the monthly statement and G/L coding step has been completed and signed by cardholder.
- b. If card misuse is suspected, advise the cardholder, Board immediately.

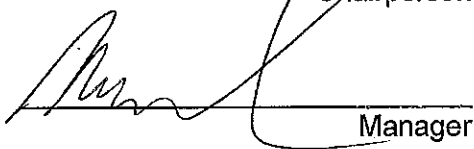
11. Cardholder Responsibilities

The card holder must read, understand and adhere to the provisions of this policy.

It is important that each cardholder recognizes that purchases made using the Commission corporate credit card are expenditures of public/service funds and may be subject to a higher level of scrutiny. It is expected that cardholder(s) will exercise a high level of integrity and ethics to acceptable purchasing practices.



Chairperson



Manager

