



CREDIT CARD POLICY Page (1 of 1)

Chairperson: _____

PURPOSE:

To provide a written standard with respect to the use of the District Credit Card for district purchases.

Policy: District Employees and Commissioners will follow the procedure when using the District Credit Card for travel, training purposes, or purchases for district operations. This shall include all credit card accounts.

Guidelines for credit card use

1. District Employees/Commissioners shall be issued the credit card for prior approved purchases.
2. Requests for the Credit Card will be made to the District Manager. A sign out register/log sheet will be maintained by the District Manager to account for the credit card and its use.
3. ALL receipt originals shall be returned together with the credit card at the completion of the approved request.
4. Use of the credit card for training and travel will be limited to the payment of lodging, meals, and fuel expenses during the training trip.
 - a) Meals shall be limited to a \$10 breakfast, \$10 lunch, and a \$20 dinner per diem.
 - b) The credit card **will not** be used to pay for any alcohol or entertainment expense.
 - c) The credit card **will not** be used to pay for any expenses related to travel companions unless they are a District Employee or Commissioner and approved for the expense.
 - d) Emergency purchases may be made but must be justified upon return of the card.
 - e) The use of the credit card for district purchases will be submitted for approval by the District Manager and the card issued for that purchase.
 - f) The credit card will be kept in the District office and issued by the District Manager or designee.
 - g) Any purchases made that are not authorized, must be reimbursed to the District within 30 days.