

RCSWMA Credit Card Policy

Dated: January 24, 2019

Purpose:

The purpose of this Credit Card Policy is to facilitate purchases necessary for Authority operation and to facilitate other necessary transactions where use of a credit card would expedite the transaction in an efficient manner. The use of these cards will not conflict the procedures set forth in the RCSWMA Procurement Policy, but will provide an alternative method of purchase for necessary goods and services.

Policy:

1. The Director of Finance shall be responsible for the issuance, accounting, monitoring, retrieval and general oversight of compliance with this Credit Card Policy.
2. Credit cards can only be issued to the following employees: Executive Director, Director of Finance and the Operations Manager. Credit card transactions made on behalf of the Authority may be made by authorized employees or a designee of the above employees.
3. An Authority credit card will have an authorized maximum limit of up to \$10,000.
4. Documentation detailing the goods and services purchased with the Authority's credit cards shall be required for all transactions. Adequate documentation shall consist of, but not be limited to, original sales receipts, credit slips, etc. At no time shall the payment of credit card invoices be approved without adequate documentation. Documentation shall detail the goods or services purchased, the cost of the goods or services purchased, the date of the purchase and the official business for which the goods or services were purchased.
5. Employees to whom credit cards are issued for Authority purchases shall be responsible for the protection and custody of the credit card. The employee to whom credit cards are issued shall immediately notify the financial institution issuing the card if lost or stolen, and the employee shall notify the Director of Finance as soon as possible. Employees shall not knowingly post or otherwise make publicly available credit card data that could potentially result in fraud or unauthorized charges.
6. Employees to whom credit cards are issued for the Authority purchases shall immediately surrender all Authority credit cards upon termination of employment or layoff from active work status and whenever instructed by the Director of Finance.
7. All benefits derived from the use of credit cards shall become the property of the Authority.
8. The credit card shall not impact the cardholder's personal credit references. The Authority issued credit card is an Authority liability card, not a personal liability card. However, the cardholder does have the responsibility to use the credit card in an appropriate manner, as described in this document.

9. The Director of Finance shall review and recommend approval or denial of credit card invoices prior to submission to the Authority for payment. The balance due on any credit card account shall be paid in full by the due date listed on the invoice but in no event later than sixty (60) days from the initial statement date.

10. Credit card transactions are hereby authorized for the following methods of acquisition:

- a) In person: the employee shall present the credit card for purchases of goods and services along with Authority issued identification. The employee shall obtain a receipt for all purchases and credits, and submit the receipt to the Director of Finance for reconciliation with the credit card invoice.
- b) Via telephone or mail order: the employee shall provide the vendor or merchant with the credit card number, expiration date, and other pertinent data necessary to complete the transaction. The employee shall take necessary precautions to ensure that the transaction is valid prior to providing pertinent credit card data. The employee shall properly document the transaction with a purchase order or other document and submit this documentation to the Director of Finance for reconciliation with the credit card invoice.
- c) Via the Internet: the employee shall provide the vendor or merchant with the credit card number, expiration date, and other pertinent data necessary to complete the transaction. The employee shall take necessary precautions to ensure that the transaction is valid prior to providing pertinent credit card data. The employee shall properly document the transaction with a purchase order, hardcopy screen printouts, and/or other document, and this documentation shall be submitted to the Director of Finance for reconciliation with the credit card invoice.

11. Credit cards not actively in use by employees should be stored in a locked drawer in the office of the Director of Finance.