

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Financial	Policy # 2006 – 02
Title:	Distribution and Use of District Credit Cards	

PURPOSE

This statement is intended to provide policy and direction to District staff and protect the District against misuse of such credit cards, both to protect the assets of the District and to protect the District's credit.

BASIC POLICY AND OBJECTIVES

It is the policy of the District that the General Manager shall determine who among the staff will hold a company credit card.

Issued credit cards will remain the sole property of the District and will be issued in the names of both the authorized employee and the District. District-issued credit cards may be used only for approved or budgeted District business expenditures. Personal charges may not be made to any District-issued credit card. If a purchase is made to your credit card, you must be able to substantiate that the purchase was necessary and for District use.

All purchases must be substantiated. Purchases made with a District credit card without receipts may result in loss of credit card privileges. Misuse of the District's credit card for any personal expenses is prohibited and grounds for disciplinary action, including loss of all credit card privileges as well as possible termination of employment. In addition, the person placing personal expenses on any District credit card will be required to immediately reimburse the District for all personal expenses.

Credit cards are not to be used to circumvent other established purchasing procedures. They are not to be used to purchase materials, supplies and services that can be purchased through other established purchasing processes.

Credit card statements and supporting receipts may be subject to review by the District's Director of Administration. Any late charges incurred by the District due to the late return of credit card receipts by cardholders will be paid by the cardholders personally.

GUIDELINES

A detailed list of cards including cardholder name, card number, expiration date, and credit limit shall be kept by the District.

After each purchase, the receipt and a brief written description of the item purchased must be submitted to the District, to be attached to the monthly credit card statement.

Staff should submit a request for a credit card to the Director of Administration, subject to the approval of the General Manager.

Upon leaving the District's employ, card holders must return their card to the Director of Administration.

If your credit card is lost or stolen, immediately notify the Director of Administration. A new card will be provided to you as quickly as is practicable.

PROCEDURES

Cardholders may use their District credit card only to pay for District approved expenditures. However, these charges need to be further substantiated in order to be in compliance with IRS Regulation 1.1274-5T, which governs the substantiation of business expenses. Receipts are required for expenses paid with a District credit card, with the following information on the back of the receipt (if not already printed on the front):

1. The amount of the expenditure;
2. The time, date and place of the expenditure;
3. The purpose of the expenditure;

Sign or initial the receipt and give it to the Accounting Assistant, who will reconcile your receipts with your monthly credit card statement. If any receipts are missing, it will be your responsibility to either dispute the charge or supply the necessary receipt in a timely manner. You will be responsible for paying any late charges resulting from your inability to produce a receipt in a timely manner.

Approved by CSD Board of Directors	August 16, 2006
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Employee Acceptance: By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Distribution and Use of Credit Cards Policy #2006-02.

Date

Signature

Print name here

Approved by CSD Board of Directors	August 16, 2006
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