

Credit Card Policies

GENERAL POLICIES:

Credit cards will be approved and made available to members of the Treasurer, Board President and Board employees as deemed necessary.

A Payment Voucher will be completed identifying all charges using the CASA credit card. This form will be prepared by the Board President and Treasurer within 10 calendar days of the accrued charges.

- a. All billing charges will be directly into the CASA offices
- b. All charges will be paid monthly. This will be done to prevent the accumulation of credit card interest charges.
- c. The Board of Trustees will determine who shall receive credit cards and the credit amount available to each individual.
- d. Store purchase receipts must be submitted for proper accountability of charges and verification of charges made. Non-compliance with these requirements will subject the individual to credit card cancellation.
- e. The credit card will be issued on the condition that it will only be used for reasonable and necessary CASA expenditures and never for personal use.
- f. The credit card is authorized to reduce the need to provide cash advances for duties or travel necessary to be carried out in the performance of CASA duties.

AUTHORIZED CREDIT CARD USE POLICIES:

The unique credit card that the Cardholder receives has his/her name embossed on it and shall **ONLY** be used by the Cardholder. **NO OTHER PERSON IS AUTHORIZED TO USE** the card or the account number on the card. The Cardholder may make transactions on behalf of others in his or her department. However, the Cardholder is responsible for all use of his/her card.

Use of the Credit Card shall be limited to the following conditions:

- a. The Cardholder will purchase items and/or services that are consistent with the Cardholder's organizational responsibilities and that are for the official use of the CASA credit card.
- b. The cost of the proposed purchase may not exceed the transaction limit established by the Board of Trustees. The Cardholder **WILL NOT** split a purchase into multiple transactions to stay within the single purchase limit.
- c. All items purchased "over the counter" must be immediately available at time of credit card use. No back ordering of merchandise is allowed.

UNAUTHORIZED CREDIT CARD USE POLICIES:

Cardholders **WILL NOT USE** the credit card for the following:

- a. Personal purchase or identification;
- b. A single purchase of supplies or equipment that exceeds the Cardholder's transaction limit;
- c. Cash advances; Telephone calls; and/or certain services.

Whenever making a credit card purchase, Cardholder will use his or her best judgment to obtain the best product at the best price the program. In addition, Cardholder will always consider the departmental budget guidelines when making purchasing decisions and will obtain his/her supervisor's approval, if necessary and /or required.

CARDHOLDER RECORD KEEPING POLICIES:

Cardholder will retain documentation as proof of purchase for all purchases. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account.

When Cardholder makes a purchase over the counter (at vendor's location), the Cardholder shall retain the invoice and the "customer copy" of the charge receipt. The Cardholder is responsible to check that the vendor lists the quantity, fully describes the item(s), and does not make arithmetic errors before the Cardholder signs the slip.

When making a purchase by telephone, fax or Internet, the cardholder must retain a copy of the order blank or the order confirmation. When Cardholder receives the goods after placing the order, retain all shipping documentation and the invoice.

CARD SECURITY POLICIES:

It is the Cardholder's responsibility to safeguard the credit card and account number. The Cardholder must not allow anyone to use his or her account number or purchasing card. A violation of this trust will result in that Cardholder having his or her card withdrawn