

PURCHASING CARD POLICY

1. Purchasing Cards or P-Cards, are credit cards issued to authorized employees to make purchases for the Authority. The proper use of P-Cards helps our business operate more efficiently and reduce costs.
2. Purchasing Cards will have a monthly cardholder limit of \$3,000.
3. Purchasing Cards will be issued to the Chief Executive Officer, Board Clerk, and Director Level employees.
4. Purchasing Cards may not be used to purchase temporary or contract labor which requires 1099 reporting.
5. In every case of credit card usage, the individual charging an account will be held personally responsible in the event that the charge is deemed personal or unauthorized.
6. Authorized Card Use:
 - a. Only Cardholders are authorized to use P-Cards.
 - b. P-Card authority cannot be delegated.
 - c. Cardholders are responsible for all use of their P-Card.
 - d. All purchases must comply with the purchasing, purchase order, travel, and accounts payable procedures.
 - e. Authorized purchases include:
 - i. The P-Card may be used for small purchases of supplies or services acquired through a purchase order or regular order or an individual order where the contract specifically allows such payment method.
 - ii. Designated representatives who travel on Authority business may use the P-Card for authorized travel expenses.
7. Unauthorized P-Card Uses

- a. Cash advances of any type are prohibited.
 - b. P-Cards shall not be used for personal purchase.
 - c. Personal or non-business expenditures of any kind are prohibited.
 - d. Meals, entertainment, gifts or other expenditures which are prohibited by:
 - i. Authority budget and/or policies
 - ii. Federal, state, or local laws or regulations.
 - iii. Grant conditions or policies of the entities from which we receive funds.
8. Cardholder Recordkeeping
- a. Every instance of credit card or other purchase must be documented with travel authorizations, receipts, nature of business, etc., before the expense will be considered authorized and will be approved for reimbursement.
 - b. Cardholders are responsible for retaining the documentation necessary for proof of purchase. This includes the invoice, shipping documents, and "Customer Copy" of the charge receipts.
9. Monthly Statement Review
- a. All Cardholders must check each transaction against the purchasing log and supporting documentation. The original documents shall be attached to the monthly statement.
 - b. Any transaction with missing documentation requires a written explanation for the missing documentation. Include the vendor name, date, description of purchase, and reason for the missing documentation.
 - c. The Finance Department will review purchasing logs for completeness and process payment upon signature from the Chief Executive Officer. The Chief Executive Officer's purchasing log shall be reviewed and signed by the Director of Administration and Finance.

10. Returns are the responsibility of the Cardholder. Returns must be noted on the P-Card log and shipping documentation attached to the monthly statement review.
11. Disputes must be noted on the P-Card log.
12. If the Card is lost or stolen, it is important for the Cardholder to immediately notify the designated individual in the Authority.