

COUNTY OF CLINTON INDUSTRIAL DEVELOPMENT AGENCY

CREDIT CARD POLICY

Effective: May 9, 2022

Purpose: To establish the policy and procedures for the use of a credit card or cards (collectively, the “Credit Card”) by the County of Clinton Industrial Development Agency (the “Agency”).

I. Introduction

It is commonplace for organizations to use credit cards for the convenience of making purchases on behalf of the organization. In some instances, purchases can only be made via a credit card – as manual checks are not accepted (i.e. hotel reservations, internet purchases). In order to simplify the process for purchasing certain items on behalf of the Agency, the following policy outlines the use of the Credit Card.

II. Authorization

A resolution (the “Resolution”) will be presented to the members of the Agency prior to the issuance of the Credit Card that authorizes the following:

- Approval of the issuance of the Credit Card and the type of Credit Card to be used;
- Identification of all authorized users of the Credit Card;
- Setting of appropriate credit limits on the Credit Card;
- Establishment of custody of the Credit Card when not in use;
- Permitted uses of the Credit Card;
- Establishment of internal controls for monitoring the use of the Credit Card;
- Approval process for the payment of charges on the Credit Card; and
- Establishment of a method to recoup unauthorized expenditures on the Credit Card.

The use of the Credit Card shall be in accordance with, and is not intended to circumvent, the Agency’s Procurement Policy or the Agency’s Travel Policy, respectively. The Agency shall be permitted to obtain and utilize the Credit Card as so authorized by the Resolution. In addition to the Agency itself, the individuals authorized to be issued the Credit Card are listed on Schedule A hereto, along with the credit limit authorized. Schedule A shall be updated as the individuals authorized and credit limits change. The Credit Card will be issued to the specific individuals listed on Schedule A hereto in order to help maintain accountability. Once issued, the Credit Card shall be locked in a lockbox located at the Agency’s office when not in use. If an individual is no longer designated as a cardholder, and/or leaves Agency employment, the Credit Card issued to this individual will be cancelled. As determined by the Resolution, only authorized personnel of the Agency may be assigned and use the Credit Card.

The Governance Committee of the Agency will evaluate the use of the Credit Card on a yearly basis to determine the continued need for the Credit Card and the nature and type of purchases being made.

III. Use of Credit Card

All purchases made on the Credit Card must comply with the Agency's Procurement Policy and the Agency's Travel Policy, respectively. The Credit Card may be used only for official business of the Agency to pay for actual and necessary expenses incurred in the performance of work-related duties for the Agency. The Credit Card may be used only for the following purchases:

- Hotel reservations;
- Rental car reservations;
- Training, conference, luncheons and seminar registrations;
- Meals for meetings in which the vendor will not accept a check; and
- Internet purchases where a vendor will not accept a check.

Personal expenses on the Credit Card are strictly prohibited. A credit card that allows cash advances or cash back from purchases is also prohibited. The Credit Card will be issued in the name and liability of the County of Clinton Industrial Development Agency, with the name of the individual authorized on the Credit Card.

The employee issued the Credit Card is responsible for its protection and custody and shall immediately notify the Treasurer of the Agency (the "Treasurer") if the Credit Card is lost or stolen. Employees must immediately surrender the Credit Card upon termination of employment. The Agency reserves the right to withhold the final payroll check and payout of accrued leave until the Credit Card is surrendered.

IV. Recordkeeping

The use of the Credit Card may be substantiated with a purchase order, receipts and documentation detailing the goods or services purchased, cost, date of the purchase and the official business explanation. Receipts and documentation must be submitted to the Treasurer following the purchase to reconcile against the monthly credit cards statement.

At the end of the each month, the Treasurer is to review the monthly card statement and reconcile it with the receipts and documentation received for that month. The Treasurer should determine that all purchases are supported by appropriate documentation – with any variances being promptly investigated. Any purchase/charge without appropriate supporting documentation requires a detailed explanation and description and the written approval of the Treasurer (or Chairperson of the Agency in the case of the absence of the Treasurer). Unauthorized or improper purchases will result in revocation of the Credit Card and discipline of the employee. The Agency shall also take appropriate action to recoup unauthorized or improper expenditures. Once the reconciliation is complete, the Treasurer will initial the reconciliation to show it has been completed.

Once the Credit Card has been reconciled, payment via check will be made. All purchases made with the Credit Card shall be paid for within the grace period to ensure that no interest charges or penalties will accrue.

SCHEDULE A

<u>Name</u>	<u>Title</u>	<u>Credit Limit Authorized</u>
Molly Ryan	Executive Director	\$5,000.00