



TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

AGENDA TITLE: Adoption of Policy Instruction (PI) 316 – District Issued Credit Card Policy and Procedures

MEETING DATE: April 25, 2018

PREPARED BY: Sally Lyon, Director of Finance and Administration

RECOMMENDED ACTION: Staff recommends approval and adoption of PI 316 – District Issued Credit Card Policy and Procedures as recommended by District Auditors

DISCUSSION: During the fieldwork of the audit, the auditors recommended that the District have a more robust policy relating to District credit cards. Policy instruction 303, Expenditure Authorization-Procurement includes credit card purchases in the expenditure classifications but lacks detailed processes and policy for credit cards. This new policy instruction clarifies procedures and responsibilities for employees issued a District credit card as well as disciplinary action resulting from misuse of the card. It also includes a User Agreement which will be signed by all employees issued a District credit card.

SAMPLE MOTION: (motion approved by consent) I move to approve PI 316 – District Issued Credit Card Policy and Procedures as recommended by District Staff and District Auditors.

ATTACHMENTS:

User agreement for District issued credit card.