

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER: 316

Effective: April 25, 2018

SUBJECT: ~~This should be an SPI not a PI. Recommended deleting this PI.~~ District Issued Credit Card Policy and Procedures

Purpose: The following policies and procedures will govern the use of purchasing or credit cards:

1. Upon approval of the vendor or credit card company, a card may be issued bearing the names of the individual and the District.
2. Purchasing/credit cards will not be transferable between individuals without prior approval of the General Manager.
3. The General Manager may delegate transaction authority to the cardholder.
4. The individual will be responsible for coding every ~~to ensure~~ credit card charges are accurately via the treasury management software. ~~on the monthly statements.~~
5. All cardholders are required to sign a purchasing/credit cardholder agreement.

Cardholder Responsibilities

The cardholder must only use the purchasing/credit card for legitimate business purposes. The cardholder is to be aware that many credit cards look alike and care should be taken to avoid confusing District and personal credit cards. Cardholders must notify the General Manager of any inadvertent personal charges and must reimburse the District immediately for such personal charges. Misuse of the card will subject the cardholder to disciplinary action in accordance with District policies and procedures relating to progressive discipline, up to and including voluntary termination. The cardholder must:

1. Ensure the purchasing/credit card is only used for legitimate business purposes
2. Ensure that expenditures are budgeted, allowable for grant purposes, necessary for the program and that funds are available for the expenditure
3. Maintain the purchasing/credit card in a secure location at all times
4. Not allow other individuals to use the purchasing/credit card, unless authorized
5. Adhere to the purchase limits and restrictions of the purchasing/credit card
6. In some situations, the issuer (i.e., Office Depot) still requires a purchase order for authorization purposes. The cardholder is responsible for securing a purchase order, as applicable.

7. Obtain all sales slips, register receipts, and/or purchasing/credit card slips and utilize to code charges electronically using the treasury management software and -provide a copy of the statement with receipt backup to the same to the Staff Accountant Director of Finance for ~~reconciliation, approval, and allocation of transactions.~~
8. Attempt to resolve disputes or billing errors directly with the vendor and notify the Director of Finance if the dispute or billing error is not satisfactorily resolved
9. Ensure that an appropriate credit for the reported disputed item(s) or billing error appears on a subsequent cardholder statement
10. Not accept cash in lieu of a credit to the purchasing/credit card account
11. Immediately report a lost or stolen card to the credit card issuer (24 hours a day, 365 days a year) and to the Director of Finance during normal working hours.
12. Return the purchasing/credit card to the Director of Finance upon terminating employment with the District.

Cardholder Eligibility

The criteria to receive a District purchasing/credit card is as follows:

- Applicants must be an employee of the District
- Applicants request for a purchasing/credit card must be approved by the General Manager.
- Each individual cardholder must sign a cardholder agreement

Cardholder Liability

The purchasing/credit card is a corporate charge card which will not affect the cardholders personal credit, however, it is the cardholder's responsibility to ensure that the card is used within stated guidelines of the purchasing/credit card policies as well as District policies and procedures relating to expenditures of District funds. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include involuntary termination.

Lost, Misplaced or Stolen Purchasing/Credit Cards

Cardholders are required to immediately report any lost or stolen purchasing/credit cards to the Director of Finance. The Director of Finance or designee is responsible for immediately reporting the lost/stolen card to the issuer. In the event the discovery of the lost/stolen card is made outside of normal District business hours, the cardholder is responsible for notifying the issuer directly.

Erroneous Declines

Should the purchasing/credit card be erroneously declined by a vendor, the cardholder should immediately contact the Staff Accountant for assistance. If the purchase is being made outside

of the normal District business hours, the employee must find an alternate payment method or terminate the purchase and contact the Staff Accountant during normal business hours.

Credits

Vendors will issue all credits to the individual purchasing/credit card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a cardholder accept cash in lieu of a credit to the purchasing/credit account.

Unresolved Disputes and Billing Errors

The cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Director of Finance should be contacted for assistance.

Security and Storage

Cardholders should always treat the District purchasing/credit card with at least the same level of care as one does their own personal credit cards. The cards should be maintained in a secure location and the card account number should be carefully guarded.

Documentation

Every month, each cardholder will [log into the treasury management software and accurately code each charge on their card.](#) ~~be provided with a statement detailing the expenditures that were charged to his/her corporate credit card.~~ The cardholder will review ~~this statement~~[their expenses](#) for ~~its~~ accuracy and any unauthorized purchases. The individual assigned to each purchasing/credit card will maintain the cardholder's vendor receipts/packing slips/charge slips ~~until such time as they are forwarded to the Staff Accountant for payment.~~ Each cardholder shall authorize the approved charges [by signing the bottom of the statement.](#) The statement shall then be forwarded to the Director of Finance, accompanied by original supporting documentation for all charges. Documentation of meals, travel and valid business expenditures shall include all of the same elements as described in the earlier policy on the District travel policy. All other documentation concerning the purchasing/credit card program will be maintained by the [Staff Accountant](#)[finance department.](#) This documentation includes, but it not limited to, applications, cardholder agreements, District billing statements, reconciliation of accounting statements, and copies of transmittals, and correspondence with issuing companies.

Employee Credit Cards

Employees and officers incurring legitimate District business expenses may utilize their personal credit cards for such expenditures. The District shall reimburse employees and officers for properly supported and documented business expenditures charged to personal credit cards within the next check processing cycle upon the proper completion of an expense report.

Rick Stephens, Board President