

Suggested Policy and Format. Agency Specific policies should be developed in consultation with agency legal counsel, Board of Directors and appropriate regulatory agencies.

**AGENCY
CREDIT CARD POLICY**

1. The existing administrative policies on purchasing and travel apply to all credit card usage. The use of the credit cards must be in accord with the administrative policies and procedures.
2. A credit card may be issued to Executive Director to use for AGENCY related travel and other work related expenditures. A second credit card may be held by the Director of Finance and Administration for purchase of food, supplies, equipment and travel/room/facility reservations and deposits.
3. The AGENCY credit card may be used to purchase food for committee meetings, office supplies and equipment.
4. All users of the AGENCY credit card must turn in receipts to the Staff Accountant for all purchases, with supporting documentation for the purpose of the purchase such as meeting agendas.
5. The credit card statements are included with the monthly report to the Board of Directors on AGENCY check payments.
6. Relating to travel: AGENCY credit cards shall be used in accordance with the AGENCY travel policies and IRS reimbursement limits unless there are mitigating circumstances such as no hotels or restaurants available at the IRS rates and conferences being held at a given hotel, or meetings held at a given restaurant.
7. Limit on expenses: all purchases shall be made in accordance with AGENCY purchasing policies in Purchasing of Goods.
8. Office/food purchases shall be reserved for official AGENCY functions and committee meetings, with the exception of purchase of food during travel or out-of-office meetings.

9. Employee shall reimburse AGENCY for the actual loss where the employee: voluntarily chooses not to travel and does not inform the Executive Director or designee of that decision with adequate time to cancel or change the travel plans. No reimbursement is required where, upon approval of the Executive Director, an alternate employee or Board member assumes the original employee's place.