

_____ COUNTY SWCD CREDIT CARD POLICY

_____ County SWCD will obtain one UMB Credit Card. The purpose of this credit card is for authorized Madison County SWCD employees to make necessary purchases associated with carrying out SWCD programs and office operations. The purpose of this Credit Card Policy is to ensure that all authorized users understand the procedures and responsibilities associated with the assigned credit card. Policy and Procedures Use of the credit card must be controlled and limited to business use only. The credit card shall not be used for any personal expenses on the part of employees and board.

- ❖ The maximum limit for the credit card is cumulative and will not exceed \$3000.
- ❖ It is not the intent of this policy that the credit card displaces the normal procurement process.
- ❖ All purchases shall be consistent with _____ County SWCD's current Purchasing Policy.
- ❖ Cash advances are not allowed on the credit card.
- ❖ Individual employees will be assigned a business credit card, for which each is responsible.
- ❖ The following purchases may be made with the credit card, taking into consideration the current Purchasing Policy and approved SWCD Budget: ♣ Educational Program Supplies ♣ Gas and Routine Vehicle Maintenance ♣ General Operating Expenses ♣ Lodging ♣ Meals Outside _____ County (excluding alcohol) ♣ Office Equipment and Repairs ♣ Postage Other purchases must be approved by a _____ County SWCD Board member • It is the responsibility of the individual user to obtain transaction receipts each time the card is used.
- ❖ All receipts must be submitted in a timely manner. Either the signature or initials of the employee must be written on the receipt.
- ❖ Should a receipt be lost, the individual making the purchase should immediately attempt to acquire a second receipt from the merchant. If a second receipt is not available, the individual must provide a signed affidavit indicating the date and approximate time of purchase, name of merchant, and the amount of the charge.
- ❖ When the credit card statement is received, check each charge against the receipt and code each purchase according to the MOSWIMS Accounting. A SWCD Board Member shall also review and initial each credit card statement, with receipts attached.
- ❖ Validation and Safekeeping: If a card is lost, damaged, stolen, or misplaced, the employee assigned the card and the cardholder (_____ County SWCD) shall notify the credit card company immediately.

- ❖ Authorized credit card users must sign an agreement indicating acceptance of all the conditions of use of the credit card, as stated in this document.

Authorized Users and Titles Title Credit Card Authorized User Agreement

I, _____, have read, understand, and accept all terms and conditions of use of the Madison County SWCD credit card as stated in the Madison County SWCD Credit Card Policy.

Signature_____

Date_____