

_____ **County Soil & Water Conservation District Credit Card Policy**

1. Only _____ County SWCD employees are allowed to use the card.
2. Purchases over \$100 must be approved by Board or Chairperson if quorum of the board is unavailable.
3. Credit Cards are to be used mainly for the _____ County SWCD vehicle, with the exception of office supplies and conferences. (i.e. fuel, oil changes, repairs, contract folders, printer ink, conference fees, etc.)
4. All purchases must have a corresponding receipt and completed certification.
5. Monthly limit on the UMB Credit Card is \$2,000.
6. If at all possible, all purchases should be tax exempt.

User Agreement

I, _____, agree to use the _____ County SWCD UMB Credit Card in the way it is intended. I will keep diligent records for each transaction. I acknowledge that if the above procedures are not followed, my employment can be terminated and any fraudulent charges made will be repaid.

(Signature)