

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2115 – CREDIT CARD USE		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	10/13/2020
Resolution No.	Resolution 2020-14	Revised:	

2115.1 Purpose

The purpose of this policy is to provide direction and instructions on the proper use of District credit cards for purchases of supplies, materials, equipment, travel, and all other District expenses, not to exceed individual limits, defined by position, as established by this policy and within the Board approved District budget.

2115.2 Policy

A purchasing credit card may be issued to District Staff for the purpose of conducting District business, based on functional need, as authorized by the General Manager or designee.

2115.3 Corporate Credit Card General Guidelines

- a. The credit card will have the employee’s name and District name on the card.
- b. Authorization to use District credit cards is restricted to the individual card holder. It may not be delegated to another employee.
- c. The card is to be used for official business and may not be used for personal purchases at any time.
- d. When receiving a credit card, the employee will receive a copy of the card which indicates the maximum dollar amount of each single purchase and a total for all purchases made with the credit card within a given month (i.e. credit limit). The monthly credit limit, in most cases, will be at or below the expenditure authorization limit.
- e. The General Manager will establish the card holders and credit limits.
- f. One-time purchases exceeding the cardholder’s limit must be approved by the General Manager.
- g. The issuance of a credit card in the employee’s name shall not allow the credit card company to perform any credit check on the employee’s personal credit.
- h. No District credit cards shall be issued to individual members of the District’s Board of Directors.

2115.4 Procedures

2115.4.1 Cardholders will complete the following steps with each purchase:

- a. Obtain a receipt from the vendor that includes the vendor name, date, item(s) purchased, and total sale (including tax and shipping).
- b. Upon receipt of monthly credit card account statement, write the charge account on each receipt and, if applicable, the project code.

- c. Submit statement and receipts to supervisor and/or General Manager for approval.
- d. The General Manager reviews and initials the statement and submits approved statement and receipts to the Administrative Account Assistant.
- e. The General Manager or Administrative Account Assistant processes the statement and receipts for payment.

2115.4.2 One-time adjustments to credit card limit

- a. The General Manager will establish the card holders and credit limits.
- b. Cardholder shall submit a written request to the General Manager to increase his/her monthly credit card limit on a one-time basis. The request must include:
 - The item to be purchased with purchase order and its cost;
 - Justification for the purchase;
 - The amount by which the credit card limit is requested to be increased.
- c. If approved by the General Manager, the request is forwarded to the Card Administrator.

2115.4.3 Gasoline Credit Cards

Any employee of the District may utilize District gasoline credit cards, for use only in District vehicles for District purposes. (If an employee is driving his/her personal vehicle for District business, he/she should submit a mileage reimbursement form.) For each gasoline purchase made on the credit card, the staff member shall obtain a receipt and complete a "Gas Credit Card Purchase" form.

2115.4.4 Vendor Specific Credit Accounts

The District maintains vendor specific credit accounts with various vendors (i.e. Hunt & Sons, Napa, Sender's, Treats). Any employee of the District may utilize the District's vendor specific credit accounts when authorized for purchases needed by the District for products and supplies. For each purchase made on the vendor specific credit account, the staff member shall obtain a receipt with printed and signed name and description along with a Purchase Order.

2115.5 Disputes

When items purchased with the credit card are found to be defective, the cardholder has the responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in dispute and will not be paid for until resolved. A disputed item must be noted on the cardholder's Statement of Account so it will not be paid until the problem is resolved and the credit card bank should be notified immediately of such dispute.

2115.6 Request for Additional Cards

Request for additional cards for new cardholders shall be submitted in writing to the General Manager.

2115.7 Lost/Stolen Credit Cards

Should any employee lose or have his/her purchasing credit card stolen, it is his/her responsibility to contact the credit card company immediately. The employee must also notify the General Manager or his/her designee of the theft/loss within one (1) working day.

The employee shall provide the credit card number, full name, the date reported to the police (if stolen), date the credit card company was notified, and any purchases made the day the card was stolen or lost to the General Manager.

2115.8 Separation of Employment

Employees that are separating from service with the District must turn in the District-issued credit card to the District prior to or on the last day of employment. The card will be forwarded to the Administrative Account Assistant who will notify the card company of the employee's separation of service and destroy the credit card.

2115.9 Card Restrictions

- a. Credit cards shall not be used to receive any cash advances, wire transfers, money orders, etc.
- b. Cards may not be used to purchase items for which the District has purchase agreements, unless for an emergency situation.
- c. Additional restrictions may be applied by the General Manager as appropriate.

2115.10 Misuse of Card

Misuse of the credit card or noncompliance with this policy as determined by the General Manager shall result in the immediate revocation of the credit card and all its privileges. Misuse may also result in employee disciplinary action up to and including termination.