

JEFFERSON METROPOLITAN HOUSING AUTHORITY

CREDIT CARD POLICY

Resolution 2020-015

Credit card controls are defined by the Jefferson Metropolitan Housing Authority (JMHA) for governing the policies and procedures for the efficient acquisition of goods or services solely for the benefit of the agency. (For purposes of this policy, "credit card" includes credit card, purchasing card, payment card, fleet card, gas card, or similar device.) The purpose of this Credit Card Policy is to facilitate purchases necessary for the Jefferson Metropolitan Housing Authority operation, lodging, meals and reasonable tip, and travel to authorized functions, and to facilitate other necessary transactions where use of a credit card would expedite the transaction in an efficient manner. The purpose of the use of the credit cards is to provide an alternative method of purchase for necessary goods and services ,

The Deputy Finance Director shall be responsible for the issuance, accounting, monitoring, retrieval and general oversight of the compliance with this Credit Card Policy.

Credit Cards shall be used for Authority purchase when the vendor or specifics regarding an item deem it necessary to use a credit card as payment.

Any JMHA credit card shall normally have an authorized maximum limit of \$2,500. When necessary, the Executive Director may choose to increase this limit to correspond with purchase needs.

The Finance Director, or designee, shall maintain a list of JMHA credit cards. It shall include the credit limit of each card and authorized users of card. This list shall be maintained in a timely fashion and shall be open to inspection upon request.

Credit cards shall only be used for the purchase of goods and services that are the official business of JMHA and all purchase must comply with the JMHA's Procurement Policy. JMHA credit cards shall not be used for personal uses, personal cash withdrawal, or other merchant category exclusions (i.e. alcoholic beverages, tobacco, products, etc.)

Documentation detailing the goods and services purchased with JMHA credit cards shall be required for all transactions. Adequate documentation shall consist of, but not limited to, original sales receipts, credit slips, etc. At no time shall JMHA approve payment of credit card invoices without adequate documentation. Documentation shall detail the goods or services purchased, the cost of the goods or services purchased, the date of the purchase and the official business for which the goods or services were purchased.

Employees to whom credit cards are issued for JMHA purchases shall be responsible for the protection and custody of the credit card. The employee to whom credit cards are issued shall immediately notify the Deputy Finance Director of JMHA if the card is lost or stolen soon as possible. Employees shall not knowingly post or otherwise make publicly available credit card data that could potentially result in fraud or unauthorized charges.

All benefits derived from the use of credit cards shall become the property of JMHA.

Any employee of JMHA who violates the provisions of this Credit Card Policy shall be subject to disciplinary action, up to and including discharge and/or civil or criminal action.

Approved by Board of Commissioners on: May 27, 2020

Tony Morelli, Board Chairman