

# CREDIT CARD POLICY

The Allen Park Housing Commission adopts the following policy and procedures as they relate to authorization of the use of purchasing/credit cards by housing director and staff. This policy provides responsibility to the staff in purchasing goods and services for the official business for the Allen Park Housing Commission.

- A. **Responsible Official:** The Executive Director shall be responsible for the issuance, accounting, monitoring, and generally overseeing compliance with the credit card policy.
- B. **Authorized Users of Credit Cards:** The Executive Director shall have authority to designate employees authorized to use housing commission credit cards. All credit cards will be in the name of the Housing Commission and the employee, in an effort to track purchases by employee.
- C. **Credit Card Usage:**
  - a) The credit card shall be used only for the purchase of goods and services that are official business of the Housing Commission.
  - b) The credit card shall not be used for personal transactions or cash advances.
- D. **Internal Controls:**
  - a) The Executive Director shall be responsible for maintaining proper internal controls of credit cards.
  - b) Employees issued credit cards shall treat the card and account number with due care. The cardholder is responsible for its protection and custody.
  - c) If a credit card is lost or stolen, the cardholder will immediately notify the Executive Director.
  - d) Cardholder shall return the credit card upon termination of employment or at the end of service to the Housing Commission.
  - e) Only persons previously authorized by the Executive Director shall possess credit card.
  - f) The cardholder must submit supporting documentation itemizing the goods and services purchased, including cost, date of purchase, etc. Receipts should be marked with details of the purchase.
  - g) The credit card limit shall not exceed \$5,000 for the Executive Director and \$2,000 for other cardholders.
  - h) The entire outstanding balance shall be paid in full by the due date listed on the invoice, for all credit cards, to avoid finance charges.
- E. **Unauthorized Use or Misuse:** Unauthorized use or misuse of a Housing Commission credit card may result in disciplinary measures, including, but not limited to, any or all of the following:
  - a) Verbal counseling
  - b) Written reprimand
  - c) Suspension
  - d) Termination
  - e) Reimbursement of the Commission for unauthorized expenditures.

This policy shall be incorporated by reference and made part of the employee handbook.

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I agree to abide by the terms of this policy.

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Signature

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Date