

## **Credit Card Policy**

### **Purpose**

The Burlington Housing Authority (BHA) will have no credit cards issued in the BHA name for any purpose. Only the current vendor specific cards will be used as needed for goods and services. Any new vendor card will need to be approved by the Board if deemed necessary. A debit card attached to the primary bank account shall serve as the only means of automatic payment for purchases made only by the Executive Director for the BHA, only when deemed necessary and approved by the Board.

### **Policy**

- 1. The Executive Director shall be responsible for the monitoring and compliance of this Debit Card Policy. The BHA Board of Commissioners, at any time, may request to review usage of the debit card issued to the BHA in addition to being supplied with monthly report of usage, if any.**
- 2. Debit card transactions made on behalf of the BHA must be made by the Executive Director.**
- 3. Debit card will only be used for the purchase of goods and services that are the official business of the BHA and where the vendor or merchant will not issue an invoice.**
- 4. BHA debit card will have an authorized maximum limit not to exceed \$1000.00 . Any purchase over this limit will need pre-approval by the Board in writing.**
- 5. The debit card is not to be used by the Executive Director for personal purchases under any circumstance and would result in termination of employment.**
- 6. Documentation detailing the goods and services purchased with BHA debit card shall be required for all transactions. Adequate documentation shall consist of original sales receipt and order form. 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.**

- 7. All said purchases shall have a written voucher attached to above documentation and will require signature by 2 board members.**
- 8. When traveling on BHA business, the Executive Director will use his or her own personal credit card and submit a completed expense form with all receipts for reimbursement. These documents will be reviewed by 2 board members prior to issuing reimbursement.**
- 9. The above procedure will be required by all staff personnel when attending necessary workshops and seminars for training and will be reviewed and approved by the Executive Director.**
- 10. Specific vendor cards such as Staples and fuel cards such as Shell/Exxon/Mobil that are not attached to a bank account will be paid by invoice with Purchase Order attached, sales receipt/invoice attached, and approved by the Executive Director with checks signed by 2 Board Members as is the current procedure.**
- 11. Employees to whom vendor cards are issued to make HA purchases shall immediately surrender all BHA cards upon termination of employment or layoff from active work status and whenever instructed by the Executive Director or, in the case of the Executive Director, by the BHA Board of Commissioners.**
- 12. The Executive Director shall review and recommend approval or denial of vendor card invoices prior to submission to the BHA for payment. The balance due on any vendor card shall be paid in full by the due date listed on the invoice but in no event, later than sixty (60) days from the initial statement date.**
- 13. Debit card transactions are hereby authorized for the following methods of acquisition:**
  - a. Via telephone or internet: The Director shall provide the vendor or merchant with the debit card number, expiration date, and other pertinent data necessary to complete the transaction. Any transaction processed in the form of a debit via HA bank card shall approved by (2) Board Members by the**

**processing of a voucher for said transaction signed by said Board Members and submitted to Fee Accountant in the monthly financial reporting. Any such transactions will also be included for review by all board members at monthly board meetings.**

- b. A complete separate set of supporting documentation shall be maintained for all debit transactions and held for audit purposes.**

**Last approved by the Burlington Housing Authority Board of Commissioners on**

\_\_\_\_\_ **2016**