

CREDIT CARD USE

Section 1. PURPOSE

The purpose of this policy is to ensure the proper use of all credit cards issued to the Bedford Regional Water Authority (“Authority”).

Section 2. ACCOUNTS

Each user will have a separate credit card issued to them, and each card will have a separate credit limit associated with it. The Executive Director and the Financial Manager are responsible for the management of the cards, with each user being responsible for the proper use of the card that is issued to them.

Section 3. AUTHORIZED USERS AND CREDIT LIMITS

- A. The following is a list of the positions held by each of the authorized users, and the credit limits associated with each card:
1. Maintenance Manager: \$2000
 2. Engineering Manager: \$2000
 3. Operations Manager: \$2000
 4. Human Resources Manager: \$4000
 5. Systems Administrator: \$4000
 6. Executive Director: \$4000
- B. If the limit on any of the Manager’s cards is reached, purchases may be made by Managers on the card held by the Executive Director upon the Executive Director’s approval.

Section 4. ACCOUNT BALANCE

The outstanding balance on each card shall be paid off monthly; no interest shall be paid for any of the card accounts.

Section 5. DOCUMENTATION OF CREDIT CARD

Each cardholder shall sign a log upon issuance of a card, with the Executive Director verifying the receipt of the card. For any credit card use, a receipt and a completed Credit Card Purchase Request Form shall be generated by the authorized user. All receipts and other documentation relating to purchases, reservations, or online support shall be provided to the Financial Manager as soon as practical. The Financial Manager shall be responsible for verifying each charge on the monthly bill with the documentation provided by the authorized users. Failure by an authorized user or cardholder to provide sufficient documentation may limit future use of the card.

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Section 6. AUTHORIZED USE OF CREDIT CARD

- A. Purposes for which the cards may be used include:
 - 1. Making reservations for conferences, travel arrangements, or classes.
 - 2. Payment for lodging, meals (excluding alcoholic beverages), transportation, and other related charges associated with attendance of professional conferences and meetings.
 - 3. Purchases of emergency items from a non-routine supplier or new supplier (this must have clearance from the Executive Director or Financial Manager). Every effort should be made to make purchases from vendors where the Authority has an established account.
 - 4. Purchases of computer software support by the Systems Administrator for the correction of problems or restoration of failed systems.

- B. The Executive Director or Financial Manager may revoke card privileges at any time as deemed necessary.

Section 7. UNAUTHORIZED USE OF CREDIT CARD

No purchase of any personal items may be made on the Authority's card account for later reimbursement.

Section 8. REVISION HISTORY

- A. This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.