

RESOLUTION NUMBER 11-19

Adoption of a Resolution Approving a Revised Policy Providing Requirements for District Staff Use of Credit Cards for General Purchasing

WHEREAS, the Groveland Community Services District deems it to be in the public interest to set forth rules governing the use of District credit cards by employees and to implement internal controls to protect against intentional or inadvertent misuse of such credit cards;

WHEREAS, the District approved Resolution 8-04 in July 2004 that adopted a District Credit Card Use Policy;

WHEREAS, staff has reviewed the existing policy and finds it outdated and in need of revision;

WHEREAS, staff has revised the District Credit Card Use Policy for the purpose of clarifying the Board's expectations with regard to use of District credit cards;

WHEREAS, the policy prescribes specific procedures for credit card use, issuance and replacement if lost, documentation of purchases, and accounting and administrative responsibilities.

NOW, THEREFORE, BE IT RESOLVED that GROVELAND COMMUNITY SERVICES DISTRICT hereby approves and adopts the District Credit Card Use Policy contained herein effective immediately; and

BE IT FURTHER RESOLVED, that the District Credit Card Use Policy adopted herein shall govern the issuance, renewal, cancellation, monitoring, audit and approval of purchases, safeguarding, and use of District credit cards.

GROVELAND COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Credit Card Use
POLICY NUMBER:
ADOPTED:
AMENDED:

3145. Purpose

The purpose of this policy is to establish the policies and procedures for the issuance and usage of District Credit Cards.

3145.1. Policy/Procedure

3145.1.1. Purpose of District Credit Cards

District credit cards will be issued for the sole purpose of conducting the official business of the District. Credit cards will be provided to select employees for the purpose of making purchases, securing reservations, paying travel expenses, placing orders, and doing District business in the most efficient manner. The District credit card is intended to replace the use of petty cash and open purchase orders.

3145.1.2. Issuance of District Credit Cards

When a District credit card is issued, the employee receiving it must sign a form acknowledging his/her understanding of the policies and procedures for the use of the District credit card and acknowledging the receipt of the credit card.

3145.1.3. Restricted Use of the Credit Card

The following restrictions are placed on all District credit cards:

3145.1.3.1. Credit cards are issued to District employees for the sole purpose of conducting official business of the District. Improper use of a District credit card will be treated as misuse of public funds and will subject the Cardholder to disciplinary action.

3145.1.3.2. The District credit card is for the cardholder's use only.

3145.1.3.3. Cardholders must ensure that budgeted funds are available prior to making purchases. The General Manager or Accountant can assist the cardholder with any needed budget information.

3145.1.3.4. The District credit card shall not be used for any of the following:

- Cash advances, wire transfers, money orders, etc.
- Betting, casino gaming, or related activities.
- Political or religious organizations.
- Personal court costs, fines, bail or bonds.
- Purchases of items for which the District has purchase discount agreements, unless for an emergency situation.
- Any personal items and personal services.
- Purchases such as meals for Non-District persons
- The purchase of alcohol or any other unauthorized item or service

3145.2. Safekeeping of the Credit Card

The Cardholder is responsible for the security of the District credit card. If the District credit card is used infrequently, the Accountant will store the credit card while it is not in use, and maintain a sign in/out sheet for stored credit cards.

3145.3. Credit Card Purchase Procedures

Cardholders will complete the following steps with each purchase:

- 3145.3.1.** Require the vendor to provide a receipt of the purchase.
- 3145.3.2.** Submit all receipts, printed, to the Accountant on a monthly basis in conjunction with the credit card billing cycle.

3145.4. Payment of Credit Card Account

The District's Accountant shall complete the following steps upon receipt of the credit card statement:

- 3145.4.1.** Balance all receipts to the statement, which will show all transactions made during the billing cycle. All items must be accounted for on the statement with a supporting sales draft, receipt/invoice, log entry, or order form.
- 3145.4.2.** Indicate the account number to be charged for each item by writing it on the statement, or statement recap.
- 3145.4.3.** As quickly as possible following receipt of the monthly statement, the statement will be verified, reconciled and prepared for payment. The payment will be mailed in a timely manner to avoid finance charges.

3145.5. Lost or Stolen Credit Card

Should a cardholder lose or have his/her District credit card stolen, it is his/her responsibility to contact the bank immediately, and notify the General Manager or Accountant as well. The Accountant will record the following: cardholder's complete name; District credit card number; date reported to police, if stolen; date the bank was notified, and; any purchase(s) made on the day the card was lost or stolen. A new District credit card will be provided to the cardholder as soon as possible from the time the loss or theft is reported to the bank

3145.6. Return of the Credit Card

The Accountant is responsible for retrieving the credit card when an employee separates from the District. Use of the credit card for any purpose after its surrender is prohibited.

3145.7. Responsibility Assignments

Purchase supplies and services on behalf of the District in accordance with these guidelines

Notify both the bank and the Accountant if the card is lost or stolen

Cardholders:

Return card to the Accountant if it is not to be used for an extended period

Provide order confirmation and verification of order receipt as quickly as possible, along with phone order log

Review of the monthly credit card charge summary provided by the bank

Ensure each transaction is fully documented, and ensure that the correct budget account is charged for each purchase

Accountant:

Prompt payment of the monthly credit card statement

Ensure that the credit card is surrendered upon separation from the District

General Manager

Review credit card program administration for compliance with this policy

Exhibit A

Groveland Community Services District

*Acknowledgment of Receipt of Credit
Card and Cardholder Agreement*

1. I acknowledge that I have received a Credit Card issued through Groveland Community Services District to be used for purposes of conducting District business. I also acknowledge that I have received the District's Credit Card Policy providing guidelines for the use of this card. I agree to read the policy and abide by its procedures.
2. I understand that this card is issued as a convenience to the District and may be cancelled by the District at any time for any reason. I will not permit another person to use the Credit Card issued to me. I further understand that misuse of the card may result in discipline, up to and including termination and legal action.
3. I will be responsible for the security of the card. If lost or stolen, I will immediately notify the District's General Manager and the issuing bank.

I HAVE READ, UNDERSTAND AND AGREE TO THE CONDITIONS ABOVE:

Name of Cardholder

Signature

Date

CARD RECEIPT:

Card Account Number: _____

Date Issued to Card Holder: _____

CARD RETURN:

I hereby surrender the credit card issued to me by the Groveland Community Services District. I declare that all outstanding charges on the credit card are for official District business and will be paid through established procedures.

Card Holder Name: _____

Signature: _____

Date Returned: _____

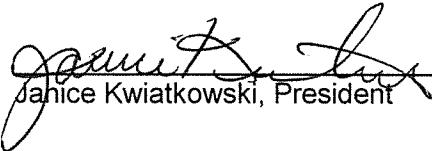
This Resolution shall take effect upon its adoption.

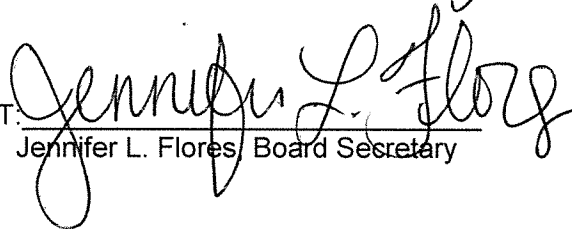
THE FOREGOING RESOLUTION was introduced at a special meeting of the Board of Directors held on the 12th day of April, 2019, and was passed by the following vote:

AYES: Directors Armstrong, Edwards, Kwiatkowski, Mora, and Swan

NOES:

ABSTENTIONS:


Janice Kwiatkowski, President

ATTEST: 
Jennifer L. Flores, Board Secretary

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Special Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on April 12, 2019.

DATED: April 12, 2019.