

Falmouth Housing Authority Credit Card/Debit Card Use Policy

Falmouth Housing Authority issued credit or debit cards will be limited to use by the Executive Director, and his/her designee's. This policy sets out the acceptable and unacceptable uses of such credit cards. Use of Housing Authority issued credit cards is a privilege, which may be withdrawn in the event of serious or repeated abuse.

The credit card must be issued under the PHA's name and Federal Tax ID number with the employee as the authorized user. Payment of the charges on the credit card must be reviewed by the Executive Director or Finance Director prior to payment. Debit Card purchases will be approved by the Executive Director or Finance Director prior to purchase. All purchases must be pre-approved to determine if alternate payment methods are available. Card purchases will be approved by the Board of Commissioner's via the accounts payable approval process.

Any unauthorized use of the credit or debit card will result in disciplinary action up to and including termination of employment. Employees violating this policy may be subject to additional action to include professional sanction, and/or criminal prosecution.

Credit card(s) must be kept in a secure location at all times. The Authorized Users should familiarize themselves with the policies and regulations for procurement, and must ensure that the credit card is not used for transactions which are not appropriate.

Immediately following a credit card purchase, it is the responsibility of the Authorized User to code and submit the receipt to the Finance Director for reconciling it to the statement. Any disputes regarding the credit card statements must be noted and relevant documents regarding the outcome of the dispute must be kept for audit purposes.

TERMS AND CONDITIONS OF USE

Credit Card usage in the day to day business of the Housing Authority is intended to facilitate transactions on a limited basis.

Credit card usage will be subject to management review to guard against fraud, to ensure compliance with current agency and procurement policies, and regulations.

Credit card(s) must be kept in a secure location at all times. The Authorized User will be responsible for custody of the card. Loss of a credit card must be reported immediately to the issuer, and the Executive Director.

Any expenditure for which supporting receipts/vouchers are not presented will become the liability of the User.

Board Approval 8-8-17

FALMOUTH HOUSING AUTHORITY
EMPLOYEE ACCEPTANCE AND AGREEMENT
OF CREDIT/DEBIT CARD POLICY

I have read the Falmouth Housing Authority Credit/Debit Card Policy. I fully understand and accept the Policy/Terms and Conditions of Use.

I understand and agree that I am personally liable for any expenditure(s) charged to the card that do not comply with the Terms and Conditions of Use. I agree to immediately repay any funds that do not comply with the Terms and Conditions.

I understand that misuse of credit card(s) could result in disciplinary action up to and including termination and that additional penalties could include professional sanction, and/or criminal prosecution.

Signed: _____ Date: _____
Authorized Credit Card User

Name: _____
Print Name

Approved: _____