

Dighton Housing Authority
Credit Card and Debit Card Policy

The Executive Director is authorized to approve the use of any issued debit card, credit card, or credit account. All debit cards, credit cards, and credit accounts will be used for the purchase of materials, supplies, and equipment when authorized by the Executive Director.

Uses of Cards/Accounts: Credit and debit cards and accounts issued to the Dighton Housing Authority are to be used for official business only. No personal uses are authorized.

Handling of Receipts: Employees will turn over to the Executive Director all receipts. On-line purchase receipts will be accompanied by a packing slip from the purchase. If no credit or debit card slip was obtained, a signed work order that shows the name of the vender, list of goods purchased, and the date and amount of the transaction must be submitted to the Executive Director.

Reconciliation of Receipts: The Executive Director shall review each credit and debit card and/or bank account as soon as possible to ensure that transactions comply with this policy. Transactions that do not appear to comply with this policy shall be reported to the Executive Director immediately.

Audit of Card Records: All documents associated with card accounts will be available to auditors.

Rebates/Rewards: All rebates or rewards earned will be for the Dighton Housing Authority's use only.

Cash Advances: There will be no cash advances.

Disciplinary Action: Employees who use a credit card, debit card, or credit account in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the Executive Director and/or the Board of Commissioners:

- Verbal reprimand
- Written reprimand
- Suspension
- Termination
- Reimbursement to the Dighton Housing Authority for unauthorized expenditures

I hereby acknowledge receipt of the Dighton Housing Authority Credit Card and Debit Card Policy. I have read and understand the Credit Card and Debit Card Policy and agree to the terms.

Employee Signature

Date

Approved by Board Action at its Tuesday, June 14, 2022 Regular Meeting.