



CITY OF PINCONNING DOWNTOWN DEVELOPMENT AUTHORITY CREDIT CARD POLICY

The City of Pinconning Downtown Development Authority (DDA) shall have one bank credit card which will remain in the custody of the City of Pinconning Treasurer for use by DDA Director/Chairperson/Officers or designate at all times and shall be known as the "The City of Pinconning DDA Credit Card", hereinafter referred to as "THE CARD".

The total combined authorized credit limit of THE CARD shall not exceed \$5,000.00.

The DDA Director/Chairperson/Officers or designate shall be responsible for the general oversight of THE CARD. The Treasurer shall be responsible for the accounting and monitoring of expenses resulting in its use. THE CARD must remain in the control of the City Treasurer at all times and the City Treasurer is responsible for its protection and custody and must report loss, theft, or fraud involving THE CARD or its account number, immediately after its discovery.

THE CARD shall be used only by the DDA Director/Chairperson/Officers or designate of the City of Pinconning DDA, for purchase of goods or services for official DDA business only when normal accounts payable procedures cannot be utilized (i.e., travel-related expenses, conference registration fees, emergency purchases etc.). Items that cannot be purchased with the credit card include, but not limited to, cash advances, liquor or tobacco products, gasoline, personal items, or any expenses not budgeted or related to the DDA. All original receipts shall be retained for all purchases. No personal purchases are allowed regardless of the purchaser's intent to reimburse the City of Pinconning DDA for such expenditures.

The City Treasurer and DDA Director/Chairperson/Officers or designate shall, upon receipt of the invoice and after verifying the validity of the charges with original receipts, present all charges to the DDA Board of Directors, in a timely manner to ensure all balances are paid in full to avoid interest charges. Balance payments shall be verified by the City Treasurer and one officer of the DDA Board of Directors.

Violation of this policy, or any unauthorized, fraudulent, or inappropriate use of THE CARD by any person, employee of The City of Pinconning DDA, or a person(s) acting in concert with an officer or employee of the City of Pinconning or DDA, shall be deemed theft and the violator shall be subject to criminal and civil prosecution. The DDA Board, by majority vote, may overrule any portion of this policy.

Approved 8/2/2022