



Bay Consortium Workforce Development Board

Policy Number: 19-04

Effective Date: February 6, 2019

Title: Bay Consortium Workforce Development Board Credit Card Policy

PURPOSE

The purpose of this policy is to establish guidelines for the Bay Consortium Workforce Development Board (BCWDB) use of company issued credit cards. Credit cards will enable a cost-effective, streamlined method for small purchases, certain travel expenses, and other items deemed necessary to conduct business. Credit cards are authorized only for use of official BCWDB business. Use of the credit card is not intended to avoid or bypass appropriate procurement.

ISSUANCE OF CARDS

The BCWDB has two cards – one issued to the Executive Director, the other is managed by the Fiscal and Program Manager.

AUTHORIZED USE OF CARDS

Below are authorized credit card purchases:

1. Credit card purchases made by BCWDB staff must be for merchandise or services required as a function of BCWDB staff duties;
2. The credit card may be used for certain travel expenses for Board and staff.
 - a. Staff may use the credit card for hotel, airfare, transportation, or other business related expenses while traveling for business purposes.
 - b. Hotel, airfare, transportation, and/or, meals may be paid for Board members for Board members for meeting, trainings, etc.

INAPPROPRIATE CARD USE

Below are inappropriate credit card uses:

1. *Personal items (for non-BCWDB use);*

2. Alcoholic beverages;
3. Cash advances;
4. Entertainment and recreation;
5. Fuel purchases for private use vehicles;
6. Or in any manner that violates any Federal, State or Local regulations.

DISCIPLINARY ACTION

An inappropriate purchase using the BCWDB credit card will be subject to disciplinary action including, but not limited to, termination of employment, repayment of inappropriate purchase, and criminal prosecution.

RESPONSIBILITY AND ACCOUNTABILITY

1. Credit cards must be safe guarded and kept in a secure location at all times. Lost or stolen cards must be reported immediately.
2. All receipts must be submitted to the Fiscal and Program Manager in a timely manner for their review. All receipts must be detailed.
3. The Fiscal and Program Manager must review monthly statements in a timely manner to ensure accuracy and that all transactions are legitimate for BCWDB business.
4. The Fiscal and Program Manager must ensure that all purchases are in compliance with Federal, State and Local regulations.
5. The Fiscal and Program Manager will make payment for the entire purchase(s) made on the credit card once the review is complete.
6. The Executive Director will review purchases for appropriateness and compliance.

All records are subject to auditing and monitoring.

All records shall be reviewed quarterly by the BCWDB Treasurer.