

CACHE MOSQUITO ABATEMENT DISTRICT
CREDIT CARD POLICY

By requesting an entity credit card, each applicant acknowledges that they have read and understand the entity's policy.

Upon receipt of an approved credit card, it is the responsibility of the cardholder to sign the back of the issued card. Applicants are responsible for the security of the card issued and the transactions made with the card. The credit card is issued in the name of the applicant, and it will be assumed that any purchases made with the card will have been made by the applicant. **The cardholder is the only person entitled to use the card issued.**

Approved credit card purchases:

- Business related uses, subscriptions, seminars, dues, books
- Office supplies, furniture
- Small tools (purchase/rental), electrical, safety and building maintenance supplies
- Vehicle maintenance supplies
- Certain allowable travel expenditures

The following are strictly prohibited from being purchased using an entity credit card unless specifically approved by the Board of Trustees:

- Any merchant, product, or service normally considered to be inappropriate use of entity funds
- Purchase of items for personal use
- Capital equipment purchases/repair
- Gift cards/certificates
- Alcohol
- Fuel for fleet vehicles; the state gas card should be used for fuel purchases
- Splitting a purchase to remain under purchasing policy limits
- Consultants

The cardholder is required to obtain and submit all receipts for goods and services purchased when using the credit card. If purchases are made via phone, mail, e-mail or other electronic means, ask the supplier to include an itemized receipt when the product is shipped.