



**Resolution 18-03
Approval of Credit Card Use Policy**

WHEREAS, the Aurora Housing Authority (AHA) will issue credit cards to certain employees for use in their job functions; and

WHEREAS, The credit card must be issued under the AHA'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 prior to payment as per this policy and the Credit Card Control Policy and;

WHEREAS, Any credit card the Housing Authority issues to an employee must be used for business purposes in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose and;

WHEREAS, The Authorized User will be responsible for ensuring that items charged to the credit card have incurred in the conduct of official business, providing details of each occasion of use, and for submitting receipts/vouchers for all expenditure. Any expenditure for which supporting receipts/vouchers are not presented will become the liability of the User and;

WHEREAS, Unauthorized usage of credit card(s) issued in accordance with the above Terms & Conditions will be considered a violation of this policy and could result in disciplinary action up to and including termination. Additional penalties could include professional sanction, debarment, and/or criminal prosecution and;

NOW, THEREFORE, BE IT RESOLVED, that the AHA Board of Commissioners adopts the Credit Card Use Policy as stated in Exhibit A (attached)

PASSED, by the Board of Commissioners this 28th day of March 2018.

AYES 5

NAYS 0

[Signature]
 (Chairperson)
[Signature]
[Signature]
[Signature]
[Signature]



Aurora Housing Authority Credit Card Use Policy

The Aurora Housing Authority will issue credit cards to certain employees for use in their job functions. 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 Use of Housing Authority issued credit cards is a privilege, which may be withdrawn in the event of serious or repeated abuse.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 AHA'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 prior to payment as per this policy and the Credit Card Control Policy.

Any credit card the Housing Authority issues to an employee must be used for business purposes in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., transactions for the benefit of anyone or anything other than the Housing Authority. The Housing Authority will not regard expenses for employee's business-related use, such as lodging and meals while on Housing Authority approved business trips, as personal purchases, as long as such expenses are consistent with the Housing Authority's travel and expense reimbursement policy. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchases(s) will be immediately due.

The following will result in disciplinary action up to and including termination of employment:

1. Failure to immediately repay any costs due that are a result of violating this policy;
2. Any one or more incidents of misuse of a Housing Authority credit card;
3. A pattern of abuse of the credit card policy.

Employees violating this policy may be subject to additional action to include professional sanction, debarment, and/or criminal prosecution.

AUTHORIZED USERS

To ensure good financial management and sound governance, credit cards will be issued to the minimum number of employees that will allow the Housing Authority to satisfy its business objectives. The credit card can only be used by the designated employee after they have signed the Acceptance and Agreement document to abide by the Terms and Conditions of Use as detailed. The credit card will be immediately terminated if the authorized card holder ceases to have job responsibilities that require it.

The Housing Authority must maintain an up to date list of Authorized Users including date of issue/termination, card limit, etc. This list should be held by the Executive Director and/or the appropriate administrative staff member.

The Authorized Users should familiarize themselves with the policies and regulations for procurement, travel and subsistence and must ensure that the credit card is not used for transactions which are not appropriate.



LIMITS

The credit limit of the card will be determined by the Executive Director, in consultation with the Board of Commissioners.

The card *must not* be used for:

- withdrawing cash, or
- any type of personal expenditure (even if the employee intends to repay the expense).

The card *may be* used for:

- accommodation, meals and bookings payment;
- payment of travel costs(air, train, taxi, etc.) where it has not been possible to pre-book prior to departure, or
- the purchase of goods as specified in the Procurement Policy.

ROLE OF AUTHORIZED USER

Immediately following a credit card purchase, it is the responsibility of the Authorized User to provide details of the purchase and a copy of the receipt(s). The appropriate AHA official will sign to approve the purchase or follow up if the purchase cannot be approved. 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.

Review Procedure

1. Credit card authorized user submits documentation (receipt(s) and supporting documentation) immediately following purchase to the appropriate AHA official.
2. AHA official reviews and approves purchase documentation or rejects the purchase and follows up with the employee as needed.
3. A monthly statement will be received at the Housing Authority office from the credit card issuer detailing charges.
4. Statements must be reviewed by the AHA official immediately upon receipt. The reviewer will attach the submitted purchase forms previously supplied by the credit card user.
5. Where a receipt is not on file, the Authorized User will be asked to provide verification of the transaction immediately. The Authorized User will be required to reimburse the Housing Authority for any expenditure(s) that cannot be supported by appropriate documentation.
6. Any item appearing on the statement which is not recognized as a business expense and would not have been authorized for payment by the Authorized User will be investigated immediately with the credit card company.



7. The credit card statement along with the supporting documentation will be reviewed by the appropriate AHA official within 5 days of receipt of the statement. The approved statement and documentation will be attached to the payment and retained for audit purposes.
8. The balance on the credit card statement must be cleared each month by the specified date to ensure that no interest charges are incurred.

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.

The card *may be* used for:

- Payment of travel costs (air, train, taxi, etc.) accommodations, meals, etc.....in compliance with the AHA travel policy, or
- the purchase of goods as specified in the Procurement Policy.

The card **must not** be used for:

- Withdrawing cash, or
- any type of personal expenditure, even if the intention is to repay such expenditure.

Credit card usage will be subject to management review to guard against fraud, to ensure compliance with current travel/procurement policies, and regulations. Documentation of any expenditure will be reviewed and approved by the Executive Director, or Chairperson of the Board of Commissioners, or the appropriate administrative staff person.

Credit card(s) must be kept in a secure location at all times. The Authorized User will be responsible for custody of the card. In order to guard against possible fraud, the Authorized User should not lose sight of the card during a transaction. Loss of a credit card must be reported immediately to the issuer, the Executive Director, or Chairperson of the Board of Commissioners, or the appropriate administrative staff person.

The Authorized User will be responsible for ensuring that items charged to the credit card have incurred in the conduct of official business, providing details of each occasion of use, and for submitting receipts/vouchers for all expenditure. Any expenditure for which supporting receipts/vouchers are not presented will become the liability of the User.

Before using the credit card, the Authorized User must sign the Acceptance and Agreement document. A copy should be retained for personal reference and the original will be maintained in the employee personnel file.

Unauthorized usage of credit card(s) issued in accordance with the above Terms & Conditions will be considered a violation of this policy and could result in disciplinary action up to and including termination. Additional penalties could include professional sanction, debarment, and/or criminal prosecution.



**AURORA HOUSING AUTHORITY
EMPLOYEE ACCEPTANCE AND AGREEMENT
OF CREDIT CARD POLICY**

I have read the Aurora Housing Authority Credit Card Policy. I fully understand and accept the 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, debarment, and/or criminal prosecution.

Signed: _____ Date: _____
Authorized Credit Card User

Name: _____
Print Name & Title