



## **BEAR VALLEY COMMUNITY SERVICES DISTRICT**

**POLICY TITLE: Credit Card Use**

**POLICY NUMBER: 2115**

**ADOPTED: February 26, 2026**

The purpose of this policy is to prescribe internal controls for management of District credit cards.

### 2115.1 Scope

This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

### 2115.2 Implementation

A credit card shall be issued to the General Manager, Police Chief, Administrative Services Director, Public Works Manager, and police officers. Credit cards shall not be issued or used by members of the Board of Directors/Trustees. Board Members will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the District for that purpose.

- a. All credit card bills shall be paid timely to avoid late fees and finance charges. The District shall not reimburse for late fees and finance charges.
- b. All credit card expenses shall be reasonable and necessary to the furtherance of District business and made in accordance with District policy. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.
- c. All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.
- d. The General Manager shall review and approve credit card transactions by the Administrative Services Director. The Administrative Services Director shall review and approve credit card transactions by the General Manager, Police Chief, and Public Works Manager. The Police Chief shall review and approve credit card transactions by police officers.
- e. All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are disclosable public records to be maintained consistently with the District's records retention policy.
- f. Purchases made using District credit cards shall be published as part of the register of warrants presented to the Board of Directors.