

# Ponderosa Community Services District

Effective date:

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## POLICY

New

Approved by: Board of Directors

### FS - 403 District Credit Card Use

This policy applies when any director or district staff uses a district credit card for purchases.

**1. District owned credit cards will be issued to directors or staff as determined by the board.**

Individual's names will appear on the credit cards, however the Ponderosa CSD is the official account holder.

**2. Credit purchases must comply with Policy FS-402 purchasing and authorization.**

**3. Purchase receipts must be submitted to the treasurer.**

The treasurer must have receipts within five (5) days of purchase.

- If receipts are not directly delivered to the treasurer, they may be scanned or photographed, then emailed or text to treasurer.
- If there is an option to email receipt at time of purchase, then it should be emailed to [pcsdtreasurer@gmail.com](mailto:pcsdtreasurer@gmail.com).

**4. Review of credit privileges**

The board may opt to rescind credit privileges for any of the following:

- Continued failure to submit purchase receipts
- Continued failure to adhere to purchase authorization policy
- Continued failure to follow purchase policy guidelines
- Repeated use of card(s) not issued in your name