



Meeting Date: August 26, 2020

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Approval of MTA Credit Card Usage Policy No. 7.6.12

SUMMARY:

MTA currently utilizes Umpqua Bank for its credit card services. During a recent review of MTA's current policies, staff discovered that MTA purchasing cards (credit cards) were being issued to employees without the necessary controls in place.

The first draft of the Credit Card Usage Policy (No. 7.6.12) is attached for your review.

If the Board approves the policy, Human Resources will review the policy with current card holders and obtain appropriate signatures on policy documents.

STAFF RECOMMENDATION:

Approve MTA Credit Card Usage Policy

or

Make recommendations and return to staff.

ATTACHMENTS:

First Draft – MTA Credit Card Usage Policy No. 7.6.12



Policy 7.6.12 MTA Credit Card Usage Policy (First Draft 08/26/20)

The MTA issued credit card cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the assigned employee named on the card, or for personal expenses.

Misuses of the card will result in cancellation of the card and withdrawal of MTA issued credit card privileges. **Personal use of the MTA issued credit card is prohibited.** If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder. Cardholders will be required to sign a declaration authorizing the company to recover, from their salary, any amount incorrectly claimed.

To be eligible for an MTA credit card, an employee must travel frequently in the course of his/her duties, purchase significant volumes of goods and services for use by the employer, or incur other regular frequent business expenses of a kind appropriately paid by credit card.

Each card will be limited to a maximum of \$1,000. Increases to the established maximum may be made on a case-by-case basis by the Chief Financial Officer in coordination with the Executive Director.

Credit card expenditures must be reconciled and submitted with original receipts to the Finance Department within 14 business days of receiving the statement from the Finance Department.

Cardholders who have not reconciled and submitted their monthly expenditure within this 14-day period will be asked to reconcile and submit their monthly expenditure immediately.

Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by Finance Department, the employee's MTA credit card will be cancelled.

Lost or stolen cards must be reported immediately to the Chief Financial Officer.

For travel related expense reimbursements and policy please see MTA Policy Section 7.6 Travel Reimbursement Policy (approved by MTA BOD on 09/25/19)

MISSING RECEIPT FORM

Cardholder or Approving Official must complete the following:

Date of Purchase or Service: _____

Vendor Name: _____

Description of Purchase: _____

Quantity Purchased: _____

Dollar Amount: \$ _____

Steps Taken to Obtain Duplicate Copy:

CARDHOLDER ACKNOWLEDGEMENT AND RESPONSIBILITY FORM

The purchase card number _____ has been
assigned to _____.

By signing this form, the above-named person acknowledges they are responsible for the security of the card and for the appropriate use of this card for departmental/official purchases only. **No personal purchases are allowed.** Furthermore, understand MTA's policies and procedures.

The cardholder understands this card is valid only while employed with MTA. Upon termination of employment the cardholder must relinquish this card to the assigned Human Resource Department.

Cardholder Printed Name

Cardholder Signature