



Meeting Date: September 30, 2020

Agenda Item: D.7

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Approval of MTA Credit Card Usage Policy No. 7.6.12 (Second Draft)

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 a policy for credit card usage in place. The MTA Board suggested changes at its August 26, 2020 meeting. The changes have been incorporated and the redline version is attached for your review.

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

STAFF RECOMMENDATION:

ACTION: Approve MTA Credit Card Usage Policy 7.6.12

ALTERNATIVE: Do not approve policy and direct staff to make further changes or research alternative credit card programs.

ATTACHMENTS:

Second Draft (redline) – MTA Credit Card Usage Policy No. 7.6.12
Second Draft (redline accepted)



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Policy 7.6.12 MTA Credit Card Usage Policy (First Draft 08/26/20Second Draft 09/30/20) (First Draft)

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.

The Executive Director must approve all MTA credit card applications.

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. Employees shall not utilize the MTA credit card to purchase fuel for their personal vehicles. MTA credit cards shall be used to fuel MTA vehicles only. Employees will submit a mileage reimbursement request for miles traveled.

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 with the following exception: members of Management shall be limited to a maximum of \$5,000 and the Executive Director card shall be limited to \$15,000. 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.

Credit cards will be returned to Human Resources upon separation of employment, for any reason, along with all receipts for expenditures.

The CFO will set up credit card alerts which will notify the Executive Director, the Maintenance Manager, and the CFO when there is unusual activity on any card. The Executive Director will be added as a signer on the credit card account.

MTA Executive Director shall limit, to the extent possible, the number of MTA credit cards that are assigned

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).

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MISSING RECEIPT FORM

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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 as well as receipts to ~~the assigned~~ Human Resource Department.

Cardholder Printed Name

Cardholder Signature

Date



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Application for MTA Credit Card

Employee Name: _____

Position: _____

I am applying for a MTA credit card.

I understand and agree that:

- I bear ultimate responsibility for the card.
- I will not use the MTA credit card to withdraw cash.
- I will not use the MTA credit card for personal expenses and will use it only for official business on behalf of the company.
- If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the company to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.
- If the MTA credit card is lost or stolen, I will report it immediately to the Chief Financial Officer.
- If I am separated from employment for any reason, I will return the card with a final reconciliation of all expenditures and receipts prior to departure to Human Resources .

Signature of cardholder

Date

Signature of supervisor

Date

Approval of Executive Director

Signature

Date

Second Draft – Redline Accepted

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