



Mississippi Valley Workforce Development Board

Credit Card Policy

Approved Date: September 27, 2021

Effective Date: September 27, 2021

Amended Date: N/A

A. Summary

1. The Mississippi Valley Workforce Development Board (MVWDB) will have one credit card and will be used for the purposes of purchasing office supplies, expenses incurred for business travel, and online purchases, registrations, and membership dues and other related expenses required to conduct MVWDB business.

B. Overview

1. The credit card has a credit limit of \$19,000.00.
2. Authorized users include the executive director and the executive assistant.
3. Upon termination of either of the authorized users, the credit card will be cancelled and reissued based on the staffing change and the approval of the Executive Committee.
4. All charges will be at the discretion of the executive director or the Executive Committee.
5. The executive director/executive assistant are responsible for retaining the credit card and tracking credit card balances.
6. The executive assistant is responsible for reconciling the statement each month before approval by the executive director and submitted to the fiscal agent for payment processing.
7. Employees shall submit an invoice or other proof of purchase to the executive director at the time of purchase/use.
8. The MVWDB utilizes direct billing where available; therefore, the credit card should be used as a last resort when billing cannot be established. MVWDB employees understand:
 - a. The credit card is board property and when employees use the credit card, they are making a financial commitment on behalf of the board.
 - b. Purchase of gasoline or alcohol are prohibited.
 - c. The credit card is to be used for business purposes only and any personal, unauthorized, or illegal charges that are not repaid will result in disciplinary action up to and including termination of employment.
 - d. An exception will be made if, while on business, an employee incurs a joint expense for themselves as well as their spouse, the employee will reimburse the cost of their spouses' expense on the next travel expense claim or within 30 days whichever occurs first.
 - e. The MVWDB may review and investigate use of this credit card and there are no expectations of privacy concerning any charges incurred.
 - f. The employee is responsible to reconcile his/her expenses and submit an expense report

along with all supporting documentation/receipts within 10 days.

- i. If the employee cannot produce the supporting documentation/receipts, it will be at the executive director's discretion to determine whether or not the charges are allowable and payable by the MVWDB.
- g. The employee is responsible to make all efforts to obtain the documentation.
 - i. If the charges are not approved without supporting documentation, the expense incurred will be the employee's responsibility to repay on the next travel expense claim or within 30 days whichever occurs first.
- h. Should the employee disagree with the executive director's decision the individual may file an appeal with the executive committee within ten (10) business days.
 - i. The individual may submit in writing a protest to the MVWDB Executive Committee. The Executive Committee will then have twenty (20) business days to reach a formal written decision.
 - ii. A hearing is not a right under this MVWDB appeal process.
 - iii. No further appeals will be allowed.
 - iv. This does not prohibit the employee from seeking other resolutions in addition to those allowed by the Mississippi Valley Workforce Area (MVWA).
 - v. Any further resolutions taken by the individual outside of this policy will be handled by the CEOs of the MVWA.
- i. The employee will repay any personal, unauthorized, or illegal charges made by the employee, including administrative fees and/or finance charges assessed in connection with such charges. The MVWDB may take appropriate legal action to collect the monies owed. If the MVWDB is required to take legal action to collect monies, the employee agrees to pay the MVWDB expenses, including attorney's fees incurred in the collection efforts.

I have read the above Credit Card Policy and understand my responsibilities as an employee of the MVWDB. I also understand the consequences should I violate the policy.

Employee Signature

Date

*Equal Opportunity Programs/Employer
Auxiliary aids and services are available upon request for individuals with disabilities*