

**DUTCHESS COUNTY RESOURCE RECOVERY AGENCY  
CREDIT CARD USE POLICY  
Adopted July 21, 2011**

**Purpose**

To establish a policy and procedure for procuring goods and/or services using a credit card and/or charge card issued to the Dutchess County Resource Recovery Agency (Agency). Use of the Agency Credit/Charge Card (ACC) is the most efficient and cost effective method for the acquisition of some goods and services required for day-to-day activities within the Agency. By using this process, staff will have the ability and flexibility to buy supplies/services when necessary for daily operations.

**Scope**

All purchases by use of an ACC shall be governed by this procedure and shall comply with applicable County, State and Federal law requirements, and be in accordance with the Agency's Procurement Policy.

**Policy**

- ACC use will be the responsibility of the Executive Director (ED).
- All applications for ACC's shall be made by the ED, who shall advise the Agency Board of all applications, cards received and each card's limits and terms.
- Security of the ACC's will be under the control of the ED and Agency Bookkeeper (BK) and distributed for staff use as necessary for purchases approved by the ED. Before using an ACC each employee will acknowledge by signing below that they understand this policy.
- The BK will be responsible for maintaining ACC accounts in an active status, avoiding interruption, interest payments to the extent practicable, and expiration.
- Upon completion of ACC use, proper documentation (receipts, PO, etc.) of proof of purchase must be given to the BK by staff personnel as soon as possible to enable timely payment of amounts due.
- Staff using the ACC and the BK will be responsible for ensuring that expenses paid by the ACC are not otherwise submitted for reimbursement.
- ACC use is for Agency approved purchases only. Personal purchases of any type are not allowed. Staff using an ACC will be responsible for reimbursing the Agency for any charges as a result of misuse or fraudulent use of the ACC. They may also be subject to other disciplinary or legal action.
- Staff must immediately report lost or stolen ACC's to the BK or ED.
- Upon completion of ACC use, cards must be returned to the BK or ED for safe keeping.

**Documentation**

All audit requirements pertaining to documentation and itemization must be complied with for each transaction and will be the responsibility of the BK. Valid vendor receipts are required to support all transactions and should include:

- Merchant name and address
- Transaction total and date
- Transaction detail including description, quantities and unit prices
- Documentation for internet orders should be printed when placing the order

This policy will take effect immediately upon approval of the Agency Board of Directors.

I have reviewed and understand the Resource Recovery Agency's Credit Card Use Policy.

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Name Date

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