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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Credit Card Usage  
**POLICY NUMBER:** 3055

**3055.1 Purpose.** The purpose of this policy is to prescribe the internal controls for management of District credit cards.

**3055.2 Scope.** This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

**3055.3 Implementation.** A credit card shall be issued to the District Manager, Assistant Manager, Administrative Manager, Office Manager, and Regional Supervisor. Credit cards shall not be issued to or used by members of the Board of Trustees.

**3055.3.1** All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.

**3055.3.2** All credit card expenses shall be reasonable and necessary for the furtherance of District business. No personal expenses shall be charged on a District credit card. If there is an overlap on a transaction between personal and District business, the employee shall pay for the transaction personally and then request reimbursement by the District.

**3055.3.3** All credit-card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

**3055.3.4** The Assistant Manager, Administrative Manager or Office Manager shall review and approve credit-card transactions by the District Manager. The District Manager, Administrative Manager or Office Manager shall review and approve credit-card transactions by the Assistant Manager. The District Manager or Assistant Manager shall review and approve credit-card transactions by the Administrative Manager and Office Manager. The District Manager, Assistant Manager, Administrative Manager or Office Manager shall review and approve credit-card transactions by the Regional Supervisor.

**3055.3.5** See Policy #3045 for use of individual store credit card usage.