Jefferson Transit Authority
Resolution No. 13-21
Amending the Credit Card Policy

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5 WHEREAS, Jefferson Transit Authority adopted a Credit Card Policy on November 19, 1996
6 (Resolution 96-10) governing the use of bank credit cards for Authority Business; and,
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8 WHEREAS, Jefferson Transit Authority revised that credit card policy on September 17, 2001,
9 and
10

11 WHEREAS, staff has determined that additional changes to the credit card policy are warranted
12 at this time; now therefore,
13

14 BE IT RESOLVED by the Jefferson Transit Authority Board that the Credit card Policy s hereby
15 amended to authorize the General Manager to select the bank credit card with the most
16 favorable terms and conditions to the authority and is subject to review by the General Manager
17 at least every three years, and,

18 BE IT FURTHER RESOLVED that the amended Credit Card Policy is attached as Exhibit A.

19 CERTIFICATION
20   The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
21 County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy
22 of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board
23 held on November 19, 2013.

24

_____
Chair

_____
Member

_____
Member

(David Sullivan - absent)
Vice Chair

(Phil Johnson - absent)
Member

Attest:

_____
Clerk of the Board

Exhibit A
Jefferson Transit Authority
Credit Card Policy

I. The Jefferson Transit Authority Credit Card:
    a. May only be used for official agency business, including travel and legitimate business purchases and acquisitions, as determined by the Jefferson Transit Finance/HR Manager.
    b. Is issued to Jefferson Transit Authority by a commercial banking institution select by the General Manager.
    c. May only be used by authorized agency employees
    d. Use is authorized and controlled by the Finance/HR Manager.
    e. The Finance/HR Manager sets the credit limit for each employee but the credit limit is not to exceed $2500 per credit card account.
    f. Must be surrendered upon resignation or retirement from Jefferson Transit Authority.

II. Employees authorized to use the credit card must forward all receipts to the Finance Department for payment immediately following use of the credit card, but no less than monthly. Purchases made where a receipt may not be available must be substantiated in writing and approved by the employee's supervisor and the Finance/HR Manager for proper business-related use.

III. Employees authorized to use the credit card must sign the Credit Card Usage Acknowledgement Form herein attached as Exhibit A-1. Jefferson Transit Authority may request reimbursement from employees for any non-business-related purchase made on the credit card, as determined by the Finance/HR manager. In case of dispute, employees may appeal to the General Manager to determine the business-related issues of any expenditure and shall agree to the decision of the General Manager.

Credit Card Usage
ACKNOWLEDGEMENT

I acknowledge that I have received a Jefferson Transit credit card for conducting official Jefferson Transit business. I agree to follow all established policies regarding credit card use and to adhere to the following rules:

In particular, I understand that (1) Jefferson Transit credit cards are provided for business use only and that if personal expenses due to travel and or meetings occur the expenses will be reimbursed to Jefferson Transit along with receipts , (2) original receipts must be provided to the Finance Department,(3) in the event of a lost receipt an affidavit of lost receipt must be completed and approved by the General Manager, and (4) credit card privileges may be revoked at any time in the event of abuse or failure to provide original receipts in a timely manner.

I further understand that Jefferson Transit reserves the right to monitor use of all credit card purchases for illegal or improper use. This form will be signed at the beginning of each year.

Please sign and date this acknowledgement and return it to the Finance/HR Department.

_____

Employee's Signature

_____

Print Name

_____

Last 4 Digits of Card Number   **Exp. Date**

_____

Today's Date