

1 **Jefferson Transit Authority**

2 **Resolution No. 19-25**

3 **Amending the Credit Card Policy**

4 **A RESOLUTION** of the Board of Directors of the Jefferson County Public
5 *Transportation Benefit Area, hereinafter called the "Authority," to adopt an*
6 *amended Credit Card Policy*

7 **WHEREAS,** Jefferson Transit Authority adopted a Credit Card Policy on
8 November 19, 1996 (Resolution 96-10) governing the use of bank credit cards for
9 Authority Business; and

10
11 **WHEREAS,** staff has determined that additional changes to the credit card policy
12 are warranted at this time;


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14 **NOW THEREFORE, BE IT RESOLVED** by the Jefferson Transit Authority Board that
15 the Credit Card Policy is hereby amended to authorize the Finance Manager to increase
16 the credit card limit as specified in Section I e.

17
18 **CERTIFICATION**

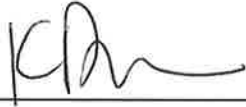
19 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
20 County Public Transportation Benefit Area, certifies that the foregoing is a true and
21 correct copy of a resolution adopted at a legally convened meeting of the Jefferson
22 Transit Authority Board held on October 15, 2019.
23



Chair



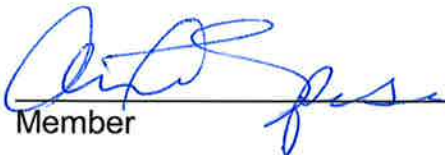
Vice Chair



Member



Member



Member

Attest:


Clerk of the Board

<i>Title:</i> Credit Card Policy	<i>Resolution: 19-25</i> Revised Credit Card Policy
<i>Author:</i> Sara Crouch	<i>Revision Date:</i> October 15, 2019



Jefferson Transit Authority

Credit Card Policy

Adopted November 19, 1996

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 \$3,500 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 as attached. 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