

## Cannonsburg Water District Credit Card Policy

1. Cannonsburg Water District (CWD) has authorized revolving CWD credit cards to be issued to certain employees recommended by the General Manager. CWD credit cards are for use in making operational business purchases, purchases related to meetings and other legitimate business expenses as set forth in this policy.
  - a. Operational expenses are those expenses necessary for the running of the CWD. Examples include, but are not limited to, office supplies and equipment, other office-related expenses, field supplies and equipment, computer supplies, and any other non-travel related expenses.
  - b. Meeting-related expenses include, but are not limited to, group meals, hotel meeting rooms, prepaid airfare, prepaid hotel accommodations, prepaid business car rental, prepaid conference and meeting registrations, prepaid expenses for meetings, and unanticipated event or travel needs.
  - c. These examples are not intended to limit credit card use for other legitimate business expenses.
  
2. Employees issued a CWD credit card for operational or meeting-related expenses will be subject to the following conditions:
  - a. Only legitimate business and operational-related purchases may be charged on a CWD credit card.
  - b. The CWD credit cards shall not be used for personal expenses of any kind. In the event that an expense is determined to be personal in nature, the expense must be reimbursed by the employee immediately. The General Manager, upon review, may require reimbursement of a personal expense outside of this time frame.
  - c. All monthly credit card statements shall be reviewed by the person named on the card and the Office Manager, both of whom shall sign each page of the statement as evidence that they accept the identified expenses as legitimate business expenses. In addition, the statements shall be reviewed by the General Manager to determine compliance with CWD policies.
  - d. Itemized receipts of each transaction made using a CWD credit card must be submitted to the Office Manager promptly for approval. The receipts shall provide details on the business purpose, date, location, amount, and persons covered by the purchase. Credit card statements will not be accepted as evidence of a receipt.
  
3. The CWD will review the policy regarding credit card usage and credit card limits on an as-needed basis, but no less than every three years.

Approved by:  Date: 10-29-24

Card User:  Date: 10-29-24

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Approved by: Tom

Date: 10-29-24

Card User: Tony McElroy

Date: 10.29.24

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Approved by: Tim Date: 10-29-24

Card User: TIM WEBB Date: 10-29-24

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