

Tulare Public Cemetery Credit Card Policy

Purpose

- Ensure that Tulare Public Cemetery transactions are carried out as efficiently as possible using the credit card.
- Guard against any possible fraud and abuse of any Tulare Public Cemetery credit card issued.

Procedures

1. Card Issue

- The Tulare Public Cemetery will provide certain employees with a business credit card for purchases of goods and services.
- Each credit card has a credit limit. This limit is based upon anticipated purchasing needs and is set and authorized by District Manager.

2. Credit Card Expenditure

- The credit card will only be used for those activities that are a direct consequence of the cardholders' function within the organization.
- Any purchase over the amount of \$1,000 requires approval from the Manager.

3. Cardholder's Responsibilities

- When a purchase is made, the following information should be recorded on the physical receipt:
 - If the expenditure is for operating expenses – note the budget category
 - Describe what was purchased – if this is not already clearly indicated on the receipt.
 - Write cardholder's name or initials on the receipt
 - Give the receipt to the office manager immediately.
- In the event that the credit card is lost or stolen report this immediately, no later than the next business day, to the Manager so that the credit card can be cancelled.
- Review and sign a copy of the monthly statement to verify all transactions are correct and have been made for official purposes.
- In the event of resignation, return the credit card to the office manager.
- Cardholder shall be personally liable for any unauthorized transactions unless the credit card is lost, stolen or subject to fraud by a third party.

Tulare Public Cemetery Credit Card Use Policy Employee Acknowledgement

Credit card holder's Name: _____

Position: _____

Card Limit: _____

I agree to the following:

- I have read and understand the Tulare Public Cemetery Use Policy.
- The credit card is the property of the Tulare Public Cemetery
- It must be kept in my possession and under my strict control.
- I will not permit the credit card to be used by any person other than myself.
- I will only use the credit card for official purposes and in accordance with this policy.
- I will immediately report any unauthorized use of the credit card.
- I will be personally liable for any unauthorized transactions unless the credit card is lost, stolen or subject to fraud by a third party.

Name

Date