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POLICY TITLE: CREDIT CARD USAGE
POLICY NUMBER: 6180

COMMITTEE APPROVAL DATE: 11/15/2023 **WRITTEN/REVISED BY:** M. SUUA
BOARD APPROVAL DATE: 11/15/2023 **SUPERSEDES:** 03/23/2016

POLICY:

6180 It is the policy of the Beach Cities Health District (“District”) to prescribe the internal controls for management of District credit cards.

GUIDELINES:

6180.1 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. In general, it is the policy of the District to establish accounts with vendors for invoicing. Credit cards are to be used only for one-time purchases and when making account establishment impractical, or only situations where payment by check is not possible (e.g., on-line trainings, etc.).

6180.2 Implementation. A credit card shall be issued to:

- Chief Executive Officer (CEO),
- Chief Financial Officer (CFO),
- All organization top-level Chiefs for their department and sub-organization’s charges
- General Manager of Center for Health and Fitness (CHF)
- AdventurePlex
- A ‘monthly recurring’ card where all established automated monthly charges occur (e.g., gym-music, media/news accessibility accounts).

All credit cards are designated by either CEO, CFO or Controller.

Credit cards shall not be issued to or used by members of the Board of Directors.

6180.2.1 All credit card bills shall be paid in a timely manner to avoid late fees and finance charges whenever possible.

6180.2.2 All credit card expenses shall be reasonable and necessary to 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.



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6180.2.3 All credit-card transactions being submitted for approvals must include:

- a) a company Credit Card Voucher (CCV) unless approved separately in writing form that specifically identifies all required details to be included (such as general ledger accounting codes, District explicit business purpose, participants, etc.),
- b) third-party documents such as receipts and other relevant documentation (e.g., flyer, education backup, membership data, etc.).

6180.2.4 Cardholders shall review and approve all credit card transactions in the credit card banking system once all approvals and backup have been uploaded. The CFO shall review and final-approve all credit card transactions on all cardholder accounts in the credit card banking system after the cardholder has approved. The CEO shall review and approve CFO initiated credit card transactions