

DEBIT CARD POLICY

1. PURPOSE

The purpose of this policy is to establish rules and procedures for the purchases of specified goods and services by Housing Choice Voucher employees using the agency's debit card. The use of debit cards enhances the efficient operation of Housing Choice Voucher Program, but policies regarding the issuance and use of credit cards are necessary to protect the County's financial interests. The authority to establish the debit card policy is with the Housing Choice Voucher Program. Day-to-day administration of the policy shall be the responsibility of Managing Director of the Salamanca IDA.

2. POLICY

2.1 The Managing Director of the Salamanca IDA is authorized to secure the issuance of debit cards for use by selected Rental Assistance employees, the Debit card can be used for purchases only and will only allow a daily purchase of \$750. The Debit is issued to an IDA Board signatory.

2.2 Daily administration of debit card policies, including accounting, monitoring, and procedures is the responsibility of the appointed department head. The policies shall include at a minimum:

- 2.2.1 An up-to-date list of all Housing Choice Voucher Program employees with authorization to use the debit card shall be maintained at Community Bank and the City of Salamanca IDA's Office.
- 2.2.2 Department heads are responsible for obtaining the debit card location at all times.
- 2.2.3 Requests for new employees use the debit card shall be made in writing from respective department heads to the Salamanca IDA Board of Directors.
- 2.2.4 It is the responsibility of respective departments to reconcile debit card expenditures with bank statements and employee receipts. **Employees are required to submit a detailed, itemized receipt for all debit card expenditures.**

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All debit card expenditures will be reported on the monthly Abstract that are approved by the Board of Directors on a monthly basis.

- 2.2.5 After department head reconcile debit card expenditures and sign the invoices for payment with identification of account numbers to be charged, invoices and corresponding documentation (detailed, itemized receipts, etc.) can then be submitted to The Salamanca IDA Board of Directors Chairman for payment.

If a department head or the cardholder determines that the card was used in error (ie: non-company business) or detailed, itemized receipts are not supplied, then the cardholder is to remit the payment to the Company immediately.

- 2.2.6 If a debit card is lost or stolen, it is the responsibility of the department head, or employee to immediately notify The Salamanca IDA Board of Directors Chairman so appropriate protective action can be taken.
- 2.2.7 Debit card charges shall not exceed the authorized budget for respective department line item accounts.
- 2.2.8 The department head is responsible to explain to each employee using the card that they will be subject to disciplinary measures, including discharge, consistent with the law for the unauthorized use of the IDA debit card including, but not limited to: personal expenditures, purchase of alcohol, cash advances, or items that are exempt from IDA's funding.
- 2.2.9 It shall be the cardholder's responsibility to present verification of the IDA's tax exemption status for all in-state purchases and lodging charges in order to capitalize on this savings for the IDA.