



Stanislaus Regional Housing Authority

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA
MONO | STANISLAUS | TUOLUMNE COUNTIES

Date: September 30, 2024
To: Board of Commissioners
From: Jim Kruse, Executive Director
Subject: Action Item #1: Resolution Adopting a Credit Card Policy for
the Stanislaus Regional Housing Authority

Prepared By: Linh Luong, Director of Finance

Resolution No. 23-24-31

RECOMMENDATION

After review and discussion, staff recommends the Board of Commissioners adopt the attached resolution approving the credit card policy.

SUMMARY

The Stanislaus Regional Housing Authority Finance Department is responsible for processing and paying accounts payable by using the Yardi Software. For transactions where payment by credit card is more efficient, and sometimes the only acceptable mode of payment, staff may use an agency credit card. Many public housing authorities (PHA) allow the use of credit cards to facilitate purchases necessary for the housing authority operations, lodging, and travel to approved PHA functions, and to facilitate other necessary transactions where the use of a credit card would expedite the transaction in an efficient manner.

The purpose of the attached credit card policy is to provide direction for systemized procedures that maintain continuity from year to year. It is essential that policy and procedure be followed which help to ensure that the financial activities are efficient, effective and in compliance with all federal and state laws.

FISCAL IMPACTS

None. Credit cards shall be used to pay budgeted expenses only.

ATTACHMENTS

1. Credit Card Policy
2. Credit Card Procedure
3. User Agreement for Agency-Issued Credit Card
4. Resolution 23-24-31





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STANISLAUS REGIONAL HOUSING AUTHORITY CREDIT CARD POLICY

The Stanislaus Regional Housing Authority “Authority” will have use of a credit card to purchase limited materials, supplies, and services, and to facilitate other necessary transactions where the use of a credit card would expedite the transaction in an efficient manner. Credit cards will be used only for the registration and pre-approved travel expenses related to conferences and/or workshops, and prepayments required by vendors where **no other form of payment is accepted**. **Personal use of the credit card is strictly prohibited.**

The Executive Director or designee shall be responsible for the issuance, monitoring, retrieval and general oversight of compliance with this Credit Card Policy. Credit cards shall only be issued to Authority employees by written permission from the Executive Director or designee.

It is the policy of the Authority to minimize the number of credit cards that are maintained by the Authority. As such, the Authority will only use a major credit card that is accepted by virtually all merchants. The use of a merchant-specific credit card that cannot be used for purchases made at other stores is prohibited.

The Authority has an established corporate credit card with an overall limit of \$100,000. Any Authority credit card shall normally have an authorized maximum limit of up to \$10,000. When necessary, the Executive Director or designee may choose to increase this limit to correspond with purchase needs.

The Director of Finance or designee shall maintain a list of Authority credit cards. It shall include the authorized users and the credit limit of each card.

Purchases made via the credit card must comply with the Authority’s procurement and purchasing guidelines. A credit card is a method of payment and must conform to the Authority’s procurement policy. In addition, all purchases made with the credit card must adhere to the approved operating budgets. **Cash advances using the credit card are strictly prohibited.**

Documentation detailing the goods and services purchased with Authority credit cards shall be required for all transactions. Adequate documentation shall consist of, but not be limited to, original sales receipts, credit slips, other documentation approved by Executive Director or designee, etc. At no time shall the Authority approve payment of credit card invoices without adequate documentation. Documentation shall detail the goods or services purchased, the cost of the goods or services purchased, the date of the purchase and the official business for which the goods or services were purchased. The credit card bills are to be paid on time and in full each month so that no interest accrues.



Employees to whom credit cards are issued for Authority purchases shall be responsible for the protection and custody of the credit card. The employee to whom credit cards are issued shall immediately notify the Director of Finance or designee if the card is lost or stolen. Employees shall not knowingly post or otherwise make publicly available credit card data that could potentially result in fraud or unauthorized charges.

Points, rewards, or cash back earned using the Authority credit card belongs to the Authority or program budget that is charged and can only be used for housing activities associated with the Authority or project. The credit card cannot be used as a payment method if a transaction or convenience fee is incurred.

The Authority employees that are issued an Authority credit card are required to use the Authority-issued credit card for permitted Agency business. Use of a personal credit card for permitted Agency business is not allowed unless it is an emergency or prior approval has been obtained from the Executive Director or designee.

Any employee of the Authority who violates the provisions of this Credit Card Policy shall be subject to disciplinary action, up to and including discharge and/or civil or criminal action.

All employees to whom Authority credit cards are issued shall immediately surrender all Authority credit cards upon leaving employment or layoff from active work status and whenever instructed by the Executive Director or designee.

The Executive Director or designee may establish the procedure to ensure the effective implementation of the policy.



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STANISLAUS REGIONAL HOUSING AUTHORITY CREDIT CARD PROCEDURES

The following credit card procedures are to be followed: 1) authorized credit card holder; 2) employee responsibility; 3) use of credit card; 4) return of goods/purchases; and 5) account reconciliation process.

Authorized Credit Card Holders

The administrator of the credit cards will be the Director of Finance or designee. Card holders will be required to complete a *Credit Card User Agreement* form. The form provides a list of requirements accepted by the employee as well as providing an understanding of disallowed activities and costs. The card holder will be provided the Stanislaus Regional Housing Authority Procurement Policy, Chart of Accounts, and VISA Log Template. Credit cards will be issued to the following positions:

- Executive Director
- Deputy Director
- Director of Finance
- Other staff as deemed necessary by the Executive Director or designee for the operation of the Stanislaus Regional Housing Authority

Employee Responsibility

Employees are responsible for the purchases made on their credit card. The card holder may delegate use of the card to other individuals in an emergency situation or with approval from the Executive Director or designee, but the card holder is ultimately responsible for all charges against the card.

Card holders are responsible for the proper use and safeguarding of the credit card issued in their name. The card holder must immediately report any card that is lost, stolen or that has fraudulent activity.

Inappropriate use of the credit card for transactions not related to Authority business may result in disciplinary action. The card holder will be responsible for any unauthorized purchases related to the misuse of the credit card.

The Authority employees that are issued an Authority credit card are prohibited from using their personal credit card and seeking reimbursement unless it is an emergency or prior approval has been obtained from the Executive Director or designee.

Use of Credit Card

The card holder may make purchases in person, by phone, or on the Internet. Items must be shipped to a Stanislaus Regional Housing Authority business address. Telephone and Internet purchased must be made with reputable vendors only.



The card holder must retain all itemized receipts, credit card slips, and other documentation supporting any charges against the card. These items must be submitted to the Director of Finance and Finance Division Manager as part of the reconciliation process.

The Authority's credit card may not be used for the following purchases:

- Office equipment
- Routine purchase of maintenance supplies, office supplies, or services that can be purchased using a purchase order, unless approved by the Executive Director
- Maintenance tools and equipment over \$250
- Personal items of any kind

Return of Goods/Purchases

Card holders are responsible for returns of goods purchased by the credit card and returns should be credited back to the card. Cash refunds are strictly prohibited.

Account Reconciliation Process

The Finance Department will distribute account statements to each card holder with activity on a monthly basis. The card holder is responsible for submitting all credit card documentation to the Finance Department for the monthly reconciliation of transactions on a timely basis. Credit card statements, VISA log, and receipts will be submitted via email in one individual PDF format to the Director of Finance and Finance Division Manager for verification of purchases and reconciliation of charges. The VISA log must include the property code, account number, and related itemized receipts for the purchases. The Finance Department will review the monthly statements and reconcile all charges to the documentation received by the individual card holders. It is the responsibility of the card holder to investigate any discrepancies or erroneous charges to their card.

Executive Director or designee will ensure that any questionable charges are properly investigated and mitigated prior to payment of the credit card.



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STANISLAUS REGIONAL HOUSING AUTHORITY USER AGREEMENT FOR AGENCY-ISSUED CREDIT CARD

The following user agreement must be signed by all employees of *Stanislaus Regional Housing Authority* "Housing Authority" that are issued a credit card.

This Credit Card Use Agreement is between *Stanislaus Regional Housing Authority* and _____ (*Employee Name as shown on credit card*). By my signature on this Agreement, I will agree to comply with and be bound by the terms and conditions which follow.

- _____ 1. I understand this Card is the property of *Stanislaus Regional Housing Authority* and I will be making financial commitments on behalf of the Housing Authority when using this Card. I agree that use of this Card is limited to business purposes authorized by the Housing Authority.
- _____ 2. I agree this Card must not be used for any personal, unauthorized, or illegal charges and any such misuse will result in cancellation of this Card may further result in disciplinary action up to and including termination of my employment.
- _____ 3. I will not use the card to obtain cash advances.
- _____ 4. I understand that all purchases shall be made in accordance with the applicable Housing Authority procurement, financial, and credit card policies and procedures.
- _____ 5. I understand that the purchased items must be shipped to a Stanislaus Regional Housing Authority business address.
- _____ 6. I understand that the returns of goods purchased should be credited back to the credit card. Cash refunds are strictly prohibited.
- _____ 7. I understand that I will be responsible for the timely reconciliation of all credit card transactions charged to my card.
- _____ 8. I understand that I am responsible to provide appropriate documentation for credit card transactions charged to be card.
- _____ 9. I understand that the credit card cannot be used as a payment method if a transaction or convenience fee is incurred.
- _____ 10. I understand that any points, rewards, or cash back accrued from purchases made using the credit card belongs to the agency or program budget that is charged.
- _____ 11. I understand that I am required to use the Housing Authority-issued credit card for permitted Agency business. Use of a personal credit card for permitted Agency business is not allowed unless it is an emergency or prior approval has been obtained from the Executive Director or designee.
- _____ 12. I will surrender the card to the Housing Authority in the event of my separation from the agency, with a final reconciliation of all expenditures prior to my departure.
- _____ 13. I understand that the Housing Authority may review and investigate the use of this Card and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation. I understand that any charges against the credit card that are not properly identified or not allowed by the Housing Authority shall be paid by me by check, United States currency or salary deduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Housing Authority.



_____ 14. I will immediately report a stolen or lost card to the Housing Authority at the following numbers.

Director of Finance (209) 557-2063 or Finance Division Manager (209) 557-2062

I understand that any variance and/or violation of the above conditions will result in cancellation of my credit card. Misuse of the card could result in disciplinary action and/or personal liability for unapproved charges.

The Housing Authority shall have unlimited authority to revoke use of any credit card issued and upon such revocation shall not be liable for any cost subsequently charged to the credit card.

I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS.

Name: _____ Last 4 Digit of Card: _____
Print Name

Signature: _____ Date: _____
Authorized Credit Card User

CREDIT CARD APPROVAL

Approved by Name: _____
Print Name

Approved by Signature: _____

Date: _____



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RESOLUTION NO. 23-24-31

**RESOLUTION ADOPTING A CREDIT CARD POLICY FOR
THE STANISLAUS REGIONAL HOUSING AUTHORITY**

WHEREAS, the nature of business of Stanislaus Regional Housing Authority requires purchases necessary for its operations, lodging, travel and training; and

WHEREAS, some establishments require a credit card guarantee or only accepts credit card as a mode of payment; and

WHEREAS, the Board of Commissioners of the Stanislaus Regional Housing Authority has determined that purchases shall be incurred only to the extent that funds are available and in accordance with approved budget(s); and

WHEREAS, the Board of Commissioners desire to approve and adopt the attached Stanislaus Regional Housing Authority Credit Card Policy; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Stanislaus Regional Housing Authority, that:

1. Any such authorized purchase shall be for Stanislaus Regional Housing Authority business only.
2. The Board of Commissioners hereby approves and adopts the attached Credit Card policy.
3. This Resolution shall take effect immediately upon its adoption.

DULY AND REGULARLY ADOPTED by the Board of Commissioners of the Stanislaus Regional Housing Authority this 30th day of September 2024. On motion of Commissioner _____, seconded by Commissioner _____, and on the following roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved: _____
Chairperson

Attest: _____
Secretary

