

Clark County Land Reutilization Corporation

Credit Card Policy

Adopted 6/14/2017

Amended 1/9/2019

The purpose of this document is to establish how Clark County Land Reutilization Corporation Board issued credit cards are to be used by staff. A Credit Card is to provide Clark County Land Reutilization Corporation staff with the ability to effectively and efficiently make purchases to further the mission.

A. Guidelines

1. The Board of Directors will approve the issuance of all credit cards.
2. Credit cards will be issued in the name of the staff or board member.
3. The individual cards will have a limit of \$7,500 unless an increase is approved by the Board of Directors.
4. All purchases must first be approved by the Executive Director or Board Chair.
5. The person issued the card is responsible for its protection and custody, and shall immediately notify the credit company, executive director, and financial officer if lost or stolen.
6. The person issued the card must immediately surrender the card to the current executive director or financial officer when the affiliation with the Clark County Land Reutilization Corporation has ended.
7. The person using a credit card for purchases that cannot be substantiated as necessary purchases for official business will be subject to disciplinary action.
 - i. Staff members will be asked to reimburse the organization for unsubstantiated purchases.
8. Receipts must show the date, purpose and names for which the expense was incurred.
9. Credit card statements, along with receipts for all items to be paid by the

Clark County Land Reutilization Corporation, will be reconciled on a monthly basis by the financial officer.