



*Live Well. Health Matters.*

**POLICY TITLE:** CREDIT CARD USAGE  
**POLICY NUMBER:** 6180

**COMMITTEE APPROVAL DATE:** 03/08/2016      **WRITTEN/REVISED BY:** M. SUUA  
**BOARD APPROVAL DATE:** 03/23/2016      **SUPERSEDES:** 11/17/2010

**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 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 the Chief Executive Officer (CEO), Finance Director (FD), and the General Manager of Center for Health and Fitness (CHF) and AdventurePlex and as designated by the CEO. 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.

**6180.2.3** All credit-card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

**6180.2.4** The Finance Director shall review and approve credit card transactions by all cardholders. The CEO shall review and approve credit card transactions by the DF. CHF and AdventurePlex credit card transactions shall be reviewed and approved by Department Head prior to submittal to the Finance Department.