Credit Card Policy

The purpose of this Credit Card Policy (Policy) is to facilitate purchases necessary for Salem Housing Authority's (SHA) operation, lodging and travel to SHA-approved functions, and to facilitate other necessary transactions where use of a credit card would expedite the transaction in an efficient manner. The use of a credit card is not intended to override the procedures set forth in the SHA's Procurement Policy, but to provide an alternative method of purchase for necessary goods and services.

The use of the credit card is for SHA purposes only for items that cannot be invoiced (for example: internet orders, software, retail supplies for office, activity program expenses, etc.). The credit card is to be used only by the Executive Director and/or her designee. Purchases over $5,000.00 require prior approval by the Board of Directors. All expenses accrued on the credit card must be detailed with a purchase order, dated receipts, and allocation purposes. The credit card bills are to be paid on time and in full each month so that no interest accrues.

The Executive Director shall be responsible for the issuance, accounting, monitoring, retrieval and general oversight of compliance with this Policy.

SHA credit cards shall only be issued to the following SHA employees: Executive Director and Maintenance Operations and Facilities Manager.

Documentation detailing the goods and services purchased with the SHA's credit card shall be required for all transactions. Adequate documentation shall consist of but not be limited to original sales receipts, credit slips, etc. At no time shall the SHA 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 SHA credit card shall not be used for personal expenses, personal cash advances, or other merchant category exclusions (ie: alcoholic beverages, tobacco products, etc.)

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

Employees to whom a SHA credit card is issued shall be responsible for the protection and custody of the credit card. The employee to whom credit cards are issued shall immediately notify the Executive Director if the card is lost or stolen.

Employees to whom SHA credit cards are issued shall immediately surrender all SHA credit cards upon leaving employment.

Approved by the Salem Housing Authority's Board of Directors on: **January 13, 2016**

File: dt credit card policy   12-24-15

John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Peter K. Strout, Second Vice Chairman
Maureen Call, Treasurer
William E. Luster, Assistant Treasurer

Carol A. MacGown, Executive Director

SALEM HOUSING AUTHORITY

EXTRACT FROM THE MINUTES OF THE
REGULAR MEETING OF THE BOARD MEMBERS OF THE
SALEM HOUSING AUTHORITY HELD ON
WEDNESDAY, JANUARY 13, 2016 AT 6:00 P.M.

The BOARD MEMBERS of the SALEM HOUSING AUTHORITY met in a REGULAR MEETING at the office of the Authority, 27 Charter Street in the City of Salem, Massachusetts on WEDNESDAY, JANUARY 13, 2016 at 6:00 P.M., the place, hour, and date duly established for the holding of such meeting.

The meeting was called to order at 6:00 p.m. by John A. Boris, Chairman and upon a roll call, the following answered present:

Present	Absent
Maureen Call	Peter K. Strout
Frank J. Milo	
William E. Luster	
John A. Boris	

Also Present: Carol A. MacGown and Anne M. Cameron

The Chairman declared a quorum present.

MOTION

The following resolution was introduced by John A. Boris, Chairman, read in full, and considered:

Maureen Call moved to approve the SHA Credit Card Policy as presented and authorize John A. Boris to execute a contract. William E. Luster seconded the motion and the vote was as follows:

Ayes	Nays
4	0

The Chairman thereupon declared the motion carried.