

## **5.10 SUPPLIER/VENDOR CREDIT CARDS POLICY**

### **Policy**

Employees using BACI's supplier/vendor credit cards must observe the normal terms and conditions accompanying the use of the credit card. Use of these credit cards will follow BACI's spending authorizations (as per Operating Purchases Policy) and the following conditions:

- Only employees with the authority to use the credit card(s) may do so. Credit cards are to be used for business purchases only. Personal use is not allowed.
- Purchased made through credit card transactions must follow the same policies, procedures, and limitations as all BACI expenses.
- Credit cards must be returned within 2 business days unless an employee has been given approval by the appropriate person to use the cards for a longer time period.
- Cards and their use will be monitored by the designated Manager or the Executive Director.

### **Credit Cards for Fueling and Maintenance**

Credit cards will be used for gas and for routine maintenance of Association vehicles. One credit card will be issued per vehicle; the credit card must be used for the designated vehicle only.

### **Linking Policies**

- 1.11 Risk Management Policy
- 1.12 Corporate Responsibility Policy
- 5.1 Financial Governance Policy
- 5.3 Financial Statements & Reporting Policy
- 5.5 Financial Authorization Policy
- 5.6 Program Financial Reporting Policy
- 5.7 Program Bank Account Policy
- 5.14 Signing Authority Policy
- 5.15 Capital Expenditures Policy