

Credit Cards

I. Policy

- a. Debit cards are not allowed! This is the same as writing a check and signing it.
- II. Any action taken to establish a credit/credit card account by the Extension District Board should be reflected in the minutes before any credit/credit card accounts are established.
- III. The Extension District Board has the option to have credit cards/charge accounts and may impose spending limits and/or approval for expenditure guidelines.
- IV. If a credit card account is established, the District Board may choose to have one major credit card and/or individual store credit cards and maintain the card(s) in the office for usage. (It may be necessary to have cards assigned individually because of vendor policies).
- V. The credit card(s) should be issued in the name of the Extension District Board. Utilize the tax exemption form for any purchases to ensure that no tax is charged on purchases. Refer to the Office Procedure Manual for instructions on how to obtain a tax exempt number. County District Boards must have their own number and can not use the UK number.
- VI. The Extension District Board should make a list of allowable and non-allowable charges for county purchasing.
- VII. The credit card(s) should be kept in a locked location in the office and checked out by the Extension agent for purchases. After the purchase, the card is returned and a receipt is attached to a payment voucher which designates the account to be debited. (See samples for credit card check-out and request for reimbursement or payment.)
- VIII. If purchases are made at the same time for two different accounts, the charges should be made as if making two separate purchases and obtain two separated detailed receipts. This simplifies the accounting for the funds (i.e. equipment account or supplies and services account, etc.).
- IX. Absolutely no personal purchases! To do so is misappropriation of public funds and a basis for termination of employment.
- X. Absolutely no co-mingling of purchases, i.e. a situation where the agent expects to reimburse part of the receipt for personal purchases. Refer to the sentence above in regards to the consequences of misappropriation of public funds.
- XI. Extension District Board/CEC credit cards may not be used for subsistence.