

# Jefferson County Local Development Corporation

Adopted October 3, 2013, Reviewed October 1, 2020

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## Policy for Charge Card Expenditures:

- Each employee is responsible for any credit card issued to them.
- Each employee is responsible to obtain and keep the credit card receipts for all charges including purchases via telephone and internet.
- Each employee is responsible to pay the balance in full on each statement. Carry over balances are not authorized.

## Reimbursement Procedures:

- The employee will complete an Employee Expense Report obtained via Group Docs/Company Forms/Employee Expense Report.
- The employee will attach all receipts to the Employee Expense Report for reimbursement. Expenses over \$25.00 must have a receipt attached or reimbursement will not be authorized without a written explanation to and approval from the Chief Executive Officer.
- The employee will submit the Employee Expense Report to the Chief Executive Officer for approval.
- The Chief Executive Officer will forward the Employee Expense Report to the Chief Financial Officer for reimbursement.
- The Chief Executive Officers expense report shall be audited by the Chief Financial Officer and approved by the Board Treasurer prior to issuing check.
- Reimbursement will be processed within five business days after receipt by the Chief Financial Officer.

Each employee understands that any balance due on the credit card upon termination of employment will be deducted from his or her final pay check unless all receipts have been submitted prior to departure with a statement from the credit card company.

Failure to provide the necessary documents to the Chief Financial Officer will result in a delay of the final pay check until the statement is received.

Failure to abide by these procedures could result in disciplinary actions including termination of employment.

## I have read and understand the above Policy:

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Employee Signature

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Date