

SWANSEA HOUSING AUTHORITY

Credit Card Policy

It is the policy of the Swansea Housing Authority to address the issue of the use of credit cards in the following manner:

- Credit cards will be used to make purchases approved by Management for the businesses including (but not limited to) Home Depot, Lowes, Staples and local gas stations.
- Only authorized persons (maintenance and staff) will be allowed to make such purchases.
- All credit cards shall be kept locked in the management office and only taken out at the time of the purchase.
- All sales slips must accompany the return of the credit card for review and final approval.

While the Swansea Housing Authority does not possess a VISA or MasterCard for other purchases, should the occasion arise that an employee must use his/her own personal card for an approved purchase, the receipt must be presented to Management and reimbursement will be made in the form of a check made out to the employee.

APPROVED BY BOARD:
June 9, 2015