

**Chester Public Utility District**

**Manual of Policies**

**POLICY TITLE: Purchasing**  
**POLICY NUMBER: 3030**

**3030.01 DESCRIPTION**

Spending district funds by way of the corporate credit card or any other manner: controls and guidelines.

**3030.02 CONTROLS**

1. Employees that are issued a credit card will assume full responsibility as to its safe keeping and its purchases. The employee will sign the Corporate Credit Card agreement (Exhibit C) stating such, which will remain in their personnel folder.
2. Manual Checks in the amount of \$5000.00 or more will be signed jointly by the General Manager and a Director.

**3030.03 PRIMARY GUIDELINES**

1. Misappropriation of public funds is a violation of Penal Code 424. All employees and Board Members are subject to the consequences of this violation, including but not limited to, penalties, termination and court proceedings, etc.
2. The corporate credit card cannot be used to obtain cash withdrawals, cash advances, bank checks, traveler's checks, electronic cash transfers or be used for personal expenses. Employees will not lend their credit card to other district employees for use without pre-approval. Misuses of the card will result in withdrawal of corporate credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder.
3. Employees who are issued corporate cards will be listed by Resolution of the Board of Directors indicating their credit limit. Employees cannot exceed their credit limit for the billing period. Increases to the established credit limit may be made on a case-by-case basis by the General Manager with a request to the Board of Directors for a revision to resolution.
4. Corporate credit card expenditures, or any purchase made with district funds, must be pre-approved by the employee's supervisor. The employee must reconcile and submit the original receipts and expense log (Exhibit A) to the Office Manager when requested. The only exception of the pre-approval process is an emergency operational need. This type of purchase will also be logged on an emergency purchase log (Exhibit B) and provided to the respective department head within 24 hours for approval.
5. When using the credit card out of the area to attend a training or if on a mission of the

**Chester Public Utility District**

**Manual of Policies**

district, the employee will be expected to keep the same (Exhibit A) log. Verbal communications regarding typical per diem expense limits are understood before the employee leaves the district.

6. Lost, stolen or misplaced cards must be reported immediately to the District Office Manager. Do not cancel the card yourself.
7. Non-conformance to this policy will result in the card and all purchasing privileges being denied as well as disciplinary actions as appropriate.