



Irving Convention and Visitors Bureau

CREDIT CARD POLICY

OVERVIEW

The Bureau has a corporate credit card account, with the Executive Director listed as the primary card holder. Individual cards are issued jointly in the name of the Bureau and the employee. Billing is centralized in the Accounting department.

Eligibility

The Executive Director designates employees to be assigned a credit card. Cards are for the exclusive use by the cardholder. The cardholder is responsible for all charges on his/her card. Employees assigned a credit card will be required to sign a Credit Card Use Agreement before the card is issued.

Usage

Credit card use is for official Bureau business only. Allowable uses include, but are not limited to: business travel and related expenses, entertaining of clients, purchases of sporting event tickets, gas for Bureau vehicles, on-line conference registrations and tradeshow fees, memberships, etc. As the Bureau receives Membership Rewards Points for purchases made on all company credit cards, employees are strongly encouraged to utilize their cards for making necessary purchases. As such, purchases of goods such as supplies, resource materials, stamps, event decorations, specialty items, etc. can be made with a credit card provided the cost is under \$3,000.00; proper purchasing procedures must be followed.

When purchasing in-state with a credit card, the cardholder is responsible for providing the vendor with a tax-exempt certificate so that sales tax is not added to the charge. If a receipt is submitted that includes a significant tax amount, it will be returned to the cardholder to contact the vendor to request that the tax be removed. Every effort should be made to have the sales tax removed.

Personal use of the credit card is prohibited. If a personal charge is made on the credit card in error, the employee will reimburse the Bureau immediately. A pattern of erroneous credit card charges may lead to revocation of the Bureau credit card.

Documentation

Receipts for local entertaining shall detail the client name(s), company, date and location of entertainment, and the nature of the business discussion or activity (see Travel & Local Purchases Policy>Entertainment). The cardholder is responsible for forwarding weekly expense reports with all receipts to their supervisor via the expense reporting system. All receipts are ultimately the responsibility of the cardholder.

Receipts obtained when traveling shall be attached to an expense report and submitted via the expense reporting system upon completion of the trip (see Travel & Local Purchases Policy>Expense Reporting).

Failure to comply with any of these guidelines may result in the revocation of the credit card at the direction of the Executive Director. Misuse of the card may result in disciplinary action up to or including termination.

Any exceptions to this policy for staff members shall be submitted in writing and approved by the Executive Director. Any exceptions for the Executive Director shall be submitted in writing and approved by the Chair of the Board.



CREDIT CARD POLICY - CREDIT CARD USE AGREEMENT

The undersigned hereby understands and agrees:

1. That the credit card secured by the Bureau and placed in my possession is the property of the Bureau; is to be used only for official Bureau business; and shall not be used for personal use or gain.
2. That the receipts shall be submitted via the expense reporting system in a timely manner.
3. That misuse of the credit card may result in disciplinary action up to or including termination.
4. That upon separation of service from the Bureau, the credit card shall be surrendered to the Accounting Department.
5. That the Bureau may revoke this card at any time at the direction of the Executive Director.

Signed: _____ Date: _____

Accepted by: _____ Date: _____
ICVB Director of Accounting

FOR ACCOUNTING USE ONLY

Card Number: _____ Date Received: _____