Rubidoux Community Services District Credit Card Policy

Purpose

The purpose of the Rubidoux Community Servies District (District) credit card policy is to (a) outline the eligibility and authorization procedures ensure that District Credit Card transactions are carried out as effectively as possible, (b) state the terms and conditions of the District credit card guard against any possible fraud and abuse of the District Credit Card, (c) define the limitations and exceptions, and (d) to explain the card violations and disciplinary action process.

Authority

General Manager, Assistant General Manager, Director of Engineering, Director of Finance and Administration, and Director of Operations are responsible to ensure that the District Credit Card expenses are proper and reimbursable under this policy and that the expenses are reasonable and necessary. Final approval of reimbursements is under the authority of the Board.

Procedures

Card Issue

- The Rubidoux CSD provides staff with a District Credit Card for purchases of goods and services.
- Each District Credit Card has a monthly spending limit. This limit is based upon anticipated purchasing needs and is set and authorized by the General Manager and/or the Director of Finance and Administration.

Credit Card Expenditure

- The District Credit Card will only be used for those activities that are direct consequences of the cardholders' function within the organization.
- **Each purchase that exceeds the limit over the amount of $1,500 requires written approval from the General Manager, Assistant General Manager, or Director of Finance and Administration.**
- Credit card balance will be paid in full by each due date.

Cardholder's Responsibilities

- Activate and sign the back of the District Credit Card as soon as it is received.
- When a purchase is made, the following information should be recorded on the physical receipt:

    - If the expenditure is for a specific grant project – note the Grant Name

  - Describe what was purchased – if this is not already clearly indicated on the receipt.
  - Retain supporting receipt documentation and provide to finance department for accounts payable processing.
  - If the District Credit Card is lost or stolen report this immediately, no later than the next business day, to the Director of Finance and Administration so that the Card can be cancelled.
  - In the event of resignation, return the District Credit Card to the Director of Finance and Administration.
  - Cardholder shall be personally liable for any unauthorized transactions unless the Card is lost, stolen, or subject to fraud by a third party.
  - **Credit card information is not to be saved (creation of passwords) on websites if making an online purchase.**

<u>Credit Card Management System</u>

- The District may utilize a designated electronic expense management and credit card administration system for receipt collection, transaction coding, approvals, reporting, and record retention. The Director of Finance and Administration may select, modify, or replace such systems as necessary. All cardholders shall comply with procedures established for the use of the designated system.

Conditions of Use

- The District reserves the right to release and withdraw the District credit card any time, with or without cause.
- The District credit card should only be used for District related expenses and for purposes relating to the employee's job commitments.
- The District credit card cannot be used to receive cash advances, bank checks, traveler's checks, and/or electronic cash transfers.
- An employee in possession of the District credit card must take full responsibility for all purchases made on the card.
- An employee in possession of the District credit card is prohibited from giving the card to unauthorized individuals and/or employees.
- Employees that are required to attend business trips are allowed to use the District credit card for accommodation, transportation, and/or meals.
- The District credit card cannot be used for personal expenses.

- The District General Manager and/or Director of Finance and Administration reserves the right to view monthly credit card statements, with or without cause.

Disciplinary Action

If an employee violates the terms and conditions of this policy, he/she will be subject to disciplinary action, up to and including termination. Violations of this policy include:

- Using the company credit card for personal, illegal, and/or unauthorized expenses.
- Failure to receive written approval from the General Manager or Director of Finance and Administration.
- Giving the District a credit card to unauthorized personnel without notifying management.
- Failure to report expenses in a timely manner.

Depending on the severity and frequency of each employee's policy violation, he/she could face a written warning, possible suspension, and/or termination. Each violation must be thoroughly investigated by the finance department and human resource (HR) department.

Rubidoux Community Services District Credit Card Policy

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Authority

General Manager, Assistant General Manager, Director of Engineering, Director of Finance and Administration, and Director of Operations are responsible to ensure that the District Credit Card expenses are proper and reimbursable under this policy and that the expenses are reasonable and necessary. Final approval of reimbursements is under the authority of the Board.

Procedures

Card Issue

- The Rubidoux CSD provides staff with a District Credit Card for purchases of goods and services.
- Each District Credit Card has a monthly spending limit. This limit is based upon anticipated purchasing needs and is set and authorized by the General Manager and/or the Director of Finance and Administration.

Credit Card Expenditure

- The District Credit Card will only be used for those activities that are direct consequences of the cardholders' function within the organization.
- **Each purchase that exceeds the limit over the amount of $~~750~~1,500 requires written approval from the General Manager, Assistant General Manager, or Director of Finance and Administration.**
- Credit card balance will be paid in full by each due date.

Cardholder's Responsibilities

- Activate and sign the back of the District Credit Card as soon as it is received.
- When a purchase is made, the following information should be recorded on the physical receipt:
    - If the expenditure is for a specific grant project – note the Grant Name

- ~~If the expenditure is for RCSD Indirect or Operating Expenses – note the budget category (Operating Supplies, Utilities, etc.)~~
- Describe what was purchased – if this is not already clearly indicated on the receipt.
- ~~Write cardholder's name or initials on the receipt~~
- ~~Give the receipt to the Director of Finance and Administration immediately.~~
- Retain supporting receipt documentation and provide to finance department for accounts payable processing.
- If the District Credit Card is lost or stolen report this immediately, no later than the next business day, to the Director of Finance and Administration so that the Card can be cancelled.
- ~~Review and sign a copy of the monthly statement to verify all the transactions are correct and have been made for official purposes.~~
- In the event of resignation, return the District Credit Card to the Director of Finance and Administration.
- Cardholder shall be personally liable for any unauthorized transactions unless the Card is lost, stolen, or subject to fraud by a third party.
- **Credit card information is not to be saved (creation of passwords) on websites if making an online purchase.**

Credit Card Management System

- The District may utilize a designated electronic expense management and credit card administration system for receipt collection, transaction coding, approvals, reporting, and record retention. The Director of Finance and Administration may select, modify, or replace such systems as necessary. All cardholders shall comply with procedures established for the use of the designated system.

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- An employee in possession of the District credit card must take full responsibility for all purchases made on the card.

- An employee in possession of the District credit card is prohibited from giving the card to unauthorized individuals and/or employees.
- Employees that are required to attend business trips are allowed to use the District credit card for accommodation, transportation, and/or meals.
- The District credit card cannot be used for personal expenses.
- The District General Manager and/or Director of Finance and Administration reserves the right to view monthly credit card statements, with or without cause.

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- Using the company credit card for personal, illegal, and/or unauthorized expenses.
- Failure to receive written approval from the General Manager or Director of Finance and Administration.
- Giving the District a credit card to unauthorized personnel without notifying management.
- Failure to report expenses in a timely manner.

Depending on the severity and frequency of each employee's policy violation, he/she could face a written warning, possible suspension, and/or termination. Each violation must be thoroughly investigated by the finance department and human resource (HR) department.

RESOLUTION NO. 2026-939

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT AUTHORIZING THE USE OF DISTRICT CREDIT CARDS

WHEREAS, credit cards provide an efficient and convenient method for the purchase of goods and services and the conduct of official District business; and

WHEREAS, the Board of Directors finds that the use of credit cards, when administered in accordance with District policies and financial controls, promotes effective and efficient District operations; and

WHEREAS, the Board of Directors desires to authorize the establishment and maintenance of District credit card accounts for authorized District purposes.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Authorization of Credit Card Program

The District is authorized to establish and maintain one or more credit card accounts for official District business purposes.

Section 2. Authorized Cardholders

Credit cards may be issued to District employees whose job duties require such access and who have received all approvals required under District policy or administrative procedures.

Section 3. Administration of Program

The District Director of Finance and Administration, or their designee, is authorized to administer the District's credit card program, including establishing procedures, approving cardholder participation consistent with District policies, setting appropriate spending limits, and ensuring compliance with applicable laws and District policies.

Section 4. Selection of Credit Card Provider

The District Director of Finance and Administration, or their designee, is authorized to select, change, replace, negotiate with, and enter into agreements with financial institutions or credit card providers as necessary to administer the District's credit card program, provided such agreements are approved as to legal form when required by District policy.

Section 5. Execution of Documents

The District Director of Finance and Administration, or their designee, is authorized to execute any applications, agreements, amendments, renewals, or other documents necessary to implement and maintain the District's credit card program.

Section 6. Compliance with District Policy

All District credit cards shall be used solely for authorized District purposes and shall be governed by applicable District policies and administrative procedures.

BE IT FURTHER RESOLVED Upon the effective date of this Resolution, Resolution No. 2017-833 and any amendments thereto are hereby repealed and superseded in their entirety. This Resolution shall constitute the District's sole authorization governing District credit card accounts unless and until amended by subsequent action of the Board of Directors.

APPROVED AND ADOPTED this 3rd day of September, 2026 at the regular meeting of the Board of Directors of the Rubidoux Community Services District, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Diana Leja, President
Rubidoux Community Services District

(Seal)

ATTEST:

____
Brian R. Laddusaw
General Manager

APPROVED AS TO FORM AND CONTENT:

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John R. Harper
District Counsel