

ANDERSON-COTTONWOOD IRRIGATION DISTRICT

CREDIT CARD POLICY

POLICY

Gasoline Credit Cards

1. Each District vehicle shall be assigned a gasoline credit card; other cards may be assigned at the discretion of the General Manager.
2. For each use of the card, employees shall enter the vehicle number and current vehicle mileage at the pump.
3. Pump receipts shall be submitted to the office on a daily basis.
4. Pump receipts shall be reviewed by the District's bookkeeper, office manager, and General Manager for compatibility with the monthly statements prior to making payment.

Business Credit Cards

1. Business credit cards shall be assigned to the General Manager and to the Chief Financial Officer.
2. Each use of such cards shall be authorized by the General Manager, and may be used by other District staff at the General Manager's discretion.
3. Receipts shall be reviewed by the District's bookkeeper, office manager, and General Manager for compatibility with the monthly statements prior to making payment.