

CHESTER PUBLIC UTILITY DISTRICT BOARD POLICY

POLICY NUMBER	POLICY TITLE	EFFECTIVE DATE
3030	Purchasing	06-23-2026
ADOPTED BY	RESOLUTION ASSOCIATED	SUPERSEDES
Board of Directors	410	02-22-2022

1. DESCRIPTION

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

2. 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 \$5,000.00 or more will be signed jointly by two board members.

3. PRIMARY GUIDELINES

3. 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.
4. 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.
5. 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.
6. 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 Billing Specialist within 5 business days of the statement close date. 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 General Manager within 24 hours for approval.

7. When using the credit card out of the area to attend a training, or if on a mission of the district, the employee will be expected to keep the same (Exhibit A) log. Per diem expense limits are governed by Policy 3499 (Reimbursement Policy).
8. Lost, stolen or misplaced cards must be reported immediately to the Billing Specialist and General Manager. Do not cancel the card yourself.
9. Prior to initiating any purchase, employees and Board members must disclose any personal or financial interest in a vendor or supplier to the General Manager; Board members must disclose to the full Board. No purchase may proceed where a conflict of interest exists, as prohibited by Government Code §1090.
10. Non-conformance to this policy will result in the card and all purchasing privileges being denied as well as disciplinary actions as appropriate.