



**Lansing Housing Commission
2010-03
Credit Card Policy**

PURPOSE

The Lansing Housing Commission Corporate Credit Card shall be used primarily to pay for training and conferences, manage travel arrangements and for emergency purchases. However, it may also be used to make purchases when it is impractical to use the standard purchasing process. The LHC credit card shall not be used to circumvent policies and procedures governing proper expenditures of LHC funds.

USAGE

The credit card shall be used exclusively for official Lansing Housing Commission business. The credit card shall not be used for personal business under any circumstances. No one is authorized to make cash withdrawals and the credit card will not have a PIN number. Unauthorized use of the LHC credit card will require repayment and result in discipline up to and including dismissal.

Travel

Employees who travel on behalf of LHC may utilize the Corporate Credit Card to reserve a hotel room, to pay for transportation, and to pay conference reservation expenses when payment by a corporate check is unacceptable, infeasible or impractical.

Emergency

In the case of an Exigent Health and Safety emergency (as defined by HUD guidelines) or an Emergency, as authorized by the Executive Director or designee, the LHC Corporate Credit Card can be utilized to abate/remedy the emergency.

Impractical to use the Standard Purchasing Process

The Executive Director or designee must concur with the designation (in Advance of such expenditure) when the Corporate Credit Card will be used to make a purchase which is deemed to be "impractical to use the standard purchasing process." Once the product or service has been secured, all receipts must be returned to the Finance office to be attached to the card's billing statement for payment. The credit card bill will be paid via an automatic electronic funds transaction generated by the credit card vendor. All such drafts will pay the entire balance monthly so as not to incur fees.

OVERSIGHT AUTHORIZED USERS

The Executive Director shall be responsible for issuance, monitoring, and general oversight of the Corporate Credit Card. She/he shall keep a master list of credit card numbers and bank telephone number(s). The following positions are Authorized Users of LHC's Corporate Credit Cards:

Executive Director
Director of Asset Management
Deputy Director
Board Chair

The Corporate Credit Card will be in the custody of the assigned individuals when in use. The credit cards will be securely stored when not in use and during non-business hours. Each Authorized User is responsible for reporting a lost or stolen card to the Finance Manager and to LHC's banking institution immediately upon discovering the card is missing.