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MEDFIELD HOUSING AUTHORITY

CREDIT CARD POLICY

Medfield Housing Authority credit cards will be used only for business. Personal purchases of any type are not allowed.

The following purchases are not allowed:

- \* Capital equipment and upgrades over \$5,000
- \* Construction, renovation/Installation
- \* Items or services on term contracts
- \* Maintenance agreements
- \* Personal items or loans
- \* Purchases involving trade-in of MMA property
- \* Any items deemed inconsistent with the values of the agency
- \* Cash advances on credit cards are not allowed

Cardholders will be required to sign an agreement indicating their acceptance of these terms.

Individuals who do not adhere to these policies and procedures will risk revocation of their credit card privileges and/or disciplinary action.

Detailed receipts must be retained and attached to the credit card statements. In the case of meals and entertainment, each receipt must include the date, time, names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations

All monthly statements submitted for payment must have the appropriate account number(s) and the associated amounts clearly written on the statement.

APPROVED BY BOARD OF COMMISSIONERS: March 8, 2016