

**Truckee Tahoe Workforce Housing Agency**  
**Credit Card Use Policy**

1. **Purpose:** The purpose of this policy is to clarify the terms of use of Agency-issued credit cards and protect the Agency from inappropriate use.
2. **Authority:** The authority to make purchases using an Agency credit card is dependent upon the total dollar amount of the goods or services to be purchased and the type of purchase. All purchases shall be in accordance with this policy.
3. **Purchases Made Using an Agency Credit Card**
  - a. **Small Purchases:** The Executive Director may use the card to purchase small items, such as office supplies, marketing materials, computer software, and other miscellaneous items costing less than \$500. Item categories must be budgeted for and previously approved by the Board of Directors. All receipts will be submitted to the accountant at the end of each month.
  - b. **Large Purchases:** The Executive Director may use the card to purchase items over \$500 with prior board approval.
  - c. **Meeting Expenses:** The Executive Director may use the card for expenses up to \$50 related to Agency meetings. For meeting-related expenses over \$50 the Executive Director must receive prior approval from the Board Chair.
4. **Exceptions:** All purchases that do not fall within the guidelines provided herein must be presented to the Board of Directors for prior approval.
5. **Documentation of Expenses:** The Executive Director will maintain all receipts and send to the accountant monthly with the credit card statement.