

L. USE OF PORT CREDIT CARDS

GLPC credit cards are assigned to designated employees for the overall benefit of the agency, their respective departments, and the public. Any employee that utilizes a GLPC credit card shall abide by the following policy guidelines:

1. GLPC credit cards are ONLY to be used in conducting GLPC business. Unapproved or improper personal use of the credit card will be deemed a violation of this policy.
2. At all times, the employee is responsible for the assigned credit card and all charges made to it. Charge disputes are to be conducted by the credit card user followed by notification to the accounting department. Upon receipt of the itemized monthly statement of charges by the employee, he/she is to document (in accordance with the GLPC Travel & Purchasing Policies) and attach receipts substantiating all charges depicted on the monthly statement. The receipt should include the itemized list of items purchased in addition to the signed receipt. This package is to be returned to the Accounting Clerk within a timeframe that prevents late or past-due finance charges. Finance charges will be looked at on an individual basis by the Director of Finance to determine the cause. Finance charges due to negligent acts of the user, or charges for unauthorized personal purchases will be owed to the GLPC by the user and subject to payroll deduction. Recurrence of finance charges due to unacceptable user actions will result in the revocation and discontinued use of GLPC credit card along with notification to the employee's supervisor for job performance rating incident file.
3. The employee must call the applicable credit card company at the phone number provided to report lost or stolen cards immediately upon realization that the card is missing. After this is accomplished notification should be made to the GLPC Director of Finance.
4. The employee shall not utilize GLPC credit card in such a manner as to reflect discredit to the agency.
5. Approval to deviate from these guidelines must first be provided in writing by the Executive Director.
6. Violation of this policy can result in disciplinary action up to and including termination.