

EXECUTIVE ORDER: NO. 44
EFFECTIVE DATE: April 14, 1989
SUBJECT: Agency Credit Cards

I. GENERAL

An agency credit card may be provided to an employee who frequently purchases goods and services while performing business activities for the District. Written approval of the Executive Officer is required prior to the time an employee is issued a credit card.

An employee may use an agency credit card only for expenses related to the business of the District. Approved expenditures are incurred by an employee when it can be reasonably demonstrated that the agency will benefit by the employee attending a meeting, negotiation or discussion related to the business affairs of the District.

II. EXPENDITURES

- A. Non-travel expenditures will be governed by the provisions of Executive Order No. 31, section II and IV.
- B. Travel expenditures will be governed by the provisions of Executive Order No. 32, sections I, II, III, IV and V.

III. DOCUMENTATION

The employee will retain the credit card transaction slip(s) and compare it to the monthly billing statement when the statement is received from the vendor. Once the correctness of the monthly statement is determined, the employee shall prepare a payment authorization form. Each transaction slip, showing the date, place, purpose and persons present at the business meeting or function, with the vendor's billing statement, shall be attached to the payment authorization form for processing.

The completed payment authorization form with the appropriate documents attached, will be reviewed by the employee's supervisor and appropriately approved. This form and the attachments will be delivered to the Accounting Section for payment.

It is the responsibility of the employee using the credit card to ensure that no late payment penalty charges are incurred by the district. In the event such a charge is assessed, the employee holding the credit card will be personally responsible for paying this charge no later than the time the next monthly billing statement is paid. A failure by this employee to promptly pay a late payment penalty charge will result in the cancellation of the credit card by the Executive Officer.

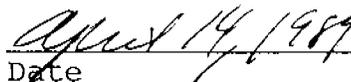
It is the responsibility of the employee using the credit card to promptly report a lost or stolen card to Accounting staff and the company issuing the card. Credit cards must be submitted to Accounting staff on separation from employment.

IV. INTERPRETATIONS

Instances may arise from time to time which require an interpretation of this Executive Order. Such requests for interpretations shall be submitted in writing to the Director of Finance and Administration. Such interpretations are incorporated herein by reference, provided the signature of the Executive Officer appears thereon.



Rena Cusma, Executive Officer



Date



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

Date: April 14, 1989
To: Metro Credit Card Holders
From: Rena Cusma, Executive Officer *RC*
Regarding: Executive Order No. 44

Executive Order No. 44 setting forth the requirements for Metro credit card holders is attached. Please familiarize yourself with these provisions.