

**POLICY NAME** USE OF CORPORATE CREDIT CARDS

**POLICY NUMBER** 1.2.8

**CATEGORIES**

**DATE PROPOSED:** 10/18/2017

**DATE OF VOTE:** 10/18/2017

**ACCEPT (Y/N):** Y

The Municipal Ice Complex (MIC) does not issue credit cards to individual employees to use for corporate purchases. The MIC does, however, maintain credit accounts with various frequently patronized retailers as well as bank issued debit cards for various accounts. These accounts are registered in the name of the Huntsville Ice Complex or the Senior Facility Manager (SFM).

Specific employees may be designated to have purchasing rights with these MIC credit cards at certain times. No employee should use MIC credit or debit cards to make MIC purchases without the approval of the SFM or whose name is on the card or his/her designated representative. No employee should use MIC accounts to make personal purchases at any time, for any reason.

All receipts or invoices for any purchases made with an MIC account must be submitted to the SFM's Senior Administrative Assistant within one week for accounting documentation.

**COMMENTS:** Supersedes Policy #67. Rewritten entirely to reflect current terminology.