

Since 1854
Athens County Agricultural Society
P.O. Box 669
Athens, OH 45701-0669

Governing body: Board of Directors

Date issued: January 3, 2012

Authorized by: _____

Revised date: n/a

Review dates: _____

Distribution: All Directors

SUBJECT: Credit Card Use

POLICY: In order to assure accountability for use of any and all credit cards established by the Board, any member of the board may apply charges to the credit card(s) as approved in advance by a quorum of the board at a regular or specially called meeting.

PROCEDURES:

1. Motion shall be made and approved prior to purchase by use of the card except for ongoing uses per fiscal year, such as water, office and other supplies, and food and supplies for prisoners on work detail.
2. A specific Board member or members will be designated to purchase items according to the motion along with the caretaker.
3. Amount shall not exceed the approved sum without further motion and approval.
4. Purchaser will provide a valid receipt for any authorized purchase.
5. The Board may approve a designated limit for purchase of on-going office and maintenance supplies.
6. Any purchase without approval or above the approved amount will be the responsibility of the purchaser until proper approval is obtained. If the Board does not deem the purchase appropriate, the purchaser will be responsible for paying the difference in the approved and the final cost if it above the approved limit.
7. All credit cards will be maintained in a secure location.
8. Each credit card will be logged out and in with the date and time, name, reason and card identified as #1 or #2
9. Certain restrictions apply:
 - a. No purchase of consumable alcohol, flower arrangements, or weapons of any kind
 - b. Travel for hotel rooms while directors are attending the OFMA Convention only.
10. Gifts and gift certificates are allowable only when approved by the Fair Board of Directors