



## Local Policies – Administration and Governance

### Credit Card

#### Effective Date

11/21/2022, Revision 2/23/2026

#### Policy

The Northeast Iowa Workforce Development Board (NEIWDB) will have up to two (2) authorized credit cards, and each card will be used solely for the purposes of purchasing office supplies, expenses incurred for business travel, and online purchases, registrations, and membership dues and other related expenses required to conduct NEIWDB business.

1. The NEIWDB credit card program shall have a combined credit limit not to exceed \$6,500.00, unless otherwise approved by the Executive Committee. Individual card limits shall be established at \$4,000.00 for the Executive Director and \$2,500.00 for the Associate Director. Any adjustments to these limits must receive prior approval from the Executive Committee. Credit cards will be issued in the name of the Executive Director and Associate Director, as authorized by the Executive Committee.
2. The credit card will be issued through Central Iowa Juvenile Detention Center (CIJDC).
3. Authorized users include the Executive Director and the Associate Director of the Northeast Iowa Workforce Board. No other individuals are permitted to use the credit card(s).
4. All charges will be at the discretion of the Executive Director or the Executive Committee. Charges made by the Associate Director must be consistent with the approved budget and within the scope of their assigned duties. Any unusual or non-routine expenses must receive prior approval from the Executive Director or Executive Committee.
5. The Executive Director is responsible for maintaining the credit card and tracking its balance. The Associate Director is responsible for maintaining and tracking the balance of their assigned card. The Executive Director and Associate Director, respectively, are responsible for reconciling the statement each month and submitting all supporting documentation required for payment including receipts. Reconciled credit card statements and all supporting documentation shall be submitted as part of the invoice approval process. The Executive Director and Associate Director shall each reconcile their respective credit card statements monthly and submit the reconciled statement with supporting receipts to the Finance Chair and one additional Finance Committee member (in this case, the Board Chair) for initial review and approval prior to payment. At the next scheduled Finance Committee meeting, all approved credit card statements shall be presented to the Finance Committee for affirmation and inclusion in the official meeting record.
6. The credit card is board property and when making a purchase it is making a financial commitment on behalf of the board. Expenses should meet all WIOA guidelines for approved



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expenditures. Personal purchases are strictly prohibited. In the event of an accidental personal charge, the employee must reimburse NEIWDB within five (5) business days of notification.

7. Card Security and Separation of Employment:

Credit card(s) must be kept in a secure location at all times. Upon separation of employment or change in position, the credit card must be returned immediately and will be canceled or reassigned as appropriate.

8. Misuse of Credit Card:

Failure to comply with this policy may result in revocation of credit card privileges and may lead to disciplinary action, up to and including termination, in accordance with NEIWDB personnel policies.