

**OGDENSBURG BRIDGE AND PORT AUTHORITY**

**CREDIT CARD AND CHARGE ACCOUNT POLICY FOR THE AUTHORITY**

The Accounting Department staff shall be responsible for reviewing any and all financial transactions. The Accounting Department shall report in writing any financial inconsistencies to both the Executive Director and the Chairperson.

Credit Card and Charge Accounts shall only be used for the conduct of Authority Business. The Accounting Department shall disallow any Credit Card/Charge Account expenditure which in its opinion is not for the conduct of Authority Business.

The Authority Board shall review all disallowed charges and make an independent determination as to the validity of each disallowed charge.

Only those designated Management Confidential shall possess a Credit Card. All other charge accounts will be controlled by the Authority's CFO. The CFO shall not have a Credit Card or charge account.

Misuse of the Authority's credit card is subject to disciplinary action by the Authority Board per the Authority's Disciplinary Policy.

Approved at December 14, 2016, Board Meeting