

## **Credit/Procurement Cards**

Employees may use agency credit/procurement cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for agency vehicles, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

Employees using a credit/procurement card must submit a detailed receipt in addition to a credit/procurement card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt will make the employee responsible for expenses incurred. In exceptional circumstances, the Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the agency's record of the claim.

The Chief Administrator is responsible for developing administrative regulations regarding actual and necessary expenses and use of a credit/procurement card.

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