

**Clinton County Soil and Water Conservation District
6064 Route 22, Suite 1
Plattsburgh, New York 12901
518.561.4616**

“Conserving & Protecting Our Valuable Resources”

Credit Card Policy

- Employee(s) & Director(s) who are assigned District credit cards will follow the office policy related to purchasing (Procurement Policy). District credit card limits will be established by the Board of Directors and District Manager before cards are requested & issued.
- When traveling for the District, Employee(s) and Director(s) will be allowed to use the credit card for expenses &/or purchases as needed. The employee(s) & Director(s) must follow the office policy related to purchasing and use discretion.
- All receipts upon the use of the District credit card will be provided to the District Secretary once Employee(s) & Director(s) have returned to the office.

**(Adopted on December 17, 2015, by a unanimous vote of the governing board of
the
Clinton County Soil and Water Conservation District)**