

Town of Amherst Industrial Development Agency

Credit Card Use Policy

OBJECTIVE:

The purpose of this Credit Card Use Policy (Policy) is to outline the policies and procedures the Town of Amherst Industrial Development Agency, will follow with respect to the use of Agency issued and personal credit cards in accordance with Section 2824 of the Public Authorities Accountability Act of 2005.

APPLICABILITY:

This policy shall apply to every Board member, Officer and employee of this organization.

GENERAL GUIDELINES:

It is the AIDA's general policy to pay reasonable and necessary travel, conference, meal and entertainment expenses incurred as a result of official business promoting economic development subject to the presentation of appropriate documentation. Eligible expenses are further detailed in the approved AIDA Expenses, Travel, Conferences, Meals and Entertainment Policy.

Supporting documentation must be submitted for all charges, and include documentation of the business purpose of the expense. A member of the Board of Directors will review and document approval of individual transactions on the Agency's credit card statements.

Use of Agency credit cards for personal expenses is prohibited.

Review and Approved: September 16, 2022