

***Town of Amherst Industrial Development Agency
& Affiliates
Credit Card Use Policy***

Objective:

The purpose of this Credit Card Use Policy (Policy) is to outline the policies and procedures of the Town of Amherst Industrial Development Agency, and its affiliates, 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 the following affiliated corporation: Amherst Development Corporation (ADC). This policy shall apply to every Board member, Officer and employee of these organizations.

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.