

# YUROK INDIAN HOUSING AUTHORITY



## CREDIT CARD USE POLICY

**CREDIT CARDS ARE TO BE USED FOR AUTHORIZED YUROK INDIAN HOUSING AUTHORITY (YIHA) BUSINESS ONLY.**

No personal purchases are allowed on YIHA credit cards.

If you guarantee a hotel room with the YIHA credit card and then cancel the room, you must obtain a cancellation number. Without a cancellation number the room could be charged to the **YIHA**. If the **YIHA** is charged for a room because of failure to cancel or obtain a cancellation number, that charge will be deducted from your payroll/expense check.

All credit card receipts must be kept and turned into Accounts Payable **immediately**.

You are responsible for the card that has been issued to you. Do not loan it to others.

Any violation of the above policy will be cause to cancel your charge privileges immediately, and other disciplinary action is possible.

### C\*E\*R\*T\*I\*C\*A\*T\*I\*O\*N

This is to certify the Credit Card Use Policy of the Yurok Indian Housing Authority was approved at a duly called meeting of the Board of Commissioners on April 13, 2009 at which a quorum was present and the Credit Card Use Policy was adopted by a vote of 6 For, 0 Opposed, and 0 Abstentions.

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Wanda Green, Chairperson  
Yurok Indian Housing Authority Board of Commissioners

ATTEST:

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Sherri Reece, Secretary  
Yurok Indian Housing Authority Board of Commissioners