



## CREDIT CARD POLICY

Policy Number	Responsible Department	Effective Date	Approval
BOD 12.01	Board of Directors	January 22, 2026	 Board of Directors

### I. PURPOSE:

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Credit Card is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. POLICY:

RIPTA maintains a credit card account in order to facilitate reservations associated with business travel and other related expenses.

This policy is developed to ensure that the credit card(s) issued to RIPTA is used for authorized business purposes only and is adequately monitored by management for compliance with below guidelines for use.

### III. GUIDELINES:

#### *Distribution of Credit Cards*

RIPTA maintains four Bank of America credit cards. One is issued in each of the name's of the Executive Assistant, the Deputy Chief of Finance, the Director of Procurement, and the Deputy Chief of Project and Facilities Management.

#### *Use of Credit Cards*

RIPTA credit cards are only used for authorized expenditures directly associated with RIPTA business. Personal use is strictly prohibited.

Use of credit cards is intended to facilitate business expenses. The Deputy Chief of Finance may provide credit card information to individual employees upon request, provided that proper expense authorizations have been obtained and that said expenses cannot be paid by check through the Finance Department. The employee is instructed to utilize the credit card for the specific authorized expense only.

After the employee makes the authorized purchase or payment using the credit card they must provide the receipt for the transaction to the Deputy Chief of Finance.

**Management Oversight**

Upon receipt of the credit card bills, the Senior Accountant shall attach all back up documents for charges to the bill. Under no circumstances will personal charges be approved for reimbursement.

Any inaccurate or unallowable charge(s) will be investigated with the employee and/or Credit Card Company. Accounting will make a note on the bill if a pending credit is forthcoming.

The credit card bill will then be forwarded to the Chief Executive Officer or his/her designee who will review the bill and authorize payment.

**Lost or Stolen Credit Cards**

If any RIPTA credit card is lost, stolen or otherwise compromised, the employee must immediately notify the Deputy Chief of Finance.