**Check Writing and Credit Card Usage Policy**

Date Established: **February 2010**

Amended: **July 2020**

**Bill Approval and Processing**

* Executive Director pays bills and obligates funds in accordance with board directive and budget dictates. Invoices and receipts are to be kept in support of expenses.
* Bills are to be paid via electronic bill pay through HTA’s bank account or via credit card whenever possible in order to limit the requirement and expense of check issuance.

**Check Writing/Electronic Bill Pay**

* Only the Treasurer and the Executive Director have check writing/electronic bill pay authority.
* The Treasurer approves all invoices for payments made to the Executive Director.

**Credit Card Usage**

* Executive Director may apply for one association credit card in his/her name
* Executive Director will pay the credit card in full each month utilizing online fund transfer, assuring complete documentation of all payment accounts and items paid.