

**OGDENSBURG BRIDGE AND PORT AUTHORITY**  
**AUTHORITY CREDIT CARD AND CHARGE ACCOUNT POLICY**

The Accounting Department staff shall be responsible for reviewing any and all financial transactions. The Accounting Department shall report in writing any financial inconsistencies to both the Executive Director and the Chairperson.

Credit Card and Charge Accounts shall only be used for the conduct of Authority Business.

The Accounting Department shall disallow any Credit Card/Charge Account expenditure which in its opinion is not for the conduct of Authority Business.

The Authority Board shall review all disallowed charges and make an independent determination as to the validity of each disallowed charge.

*Misuse of the Authority's credit card is subject to disciplinary action by the Authority Board.*