

SUBMITTAL TO THE FLOOD CONTROL AND
WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 14.1
(ID # 29095)

MEETING DATE:
Tuesday, November 04, 2025

FROM : FLOOD CONTROL DISTRICT

SUBJECT: FLOOD CONTROL DISTRICT: Approval of Fiscal Policy F4, Credit Card Policy, and the Continued Use of Bank Issued Credit Cards, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:


1. Approve the addition of Fiscal Policy F4, *Credit Card Policy*, to the Fiscal Section of the Riverside County Flood Control and Water Conservation District's ("District") Fiscal Policy Manual; and
2. Approve the continued use of bank issued credit cards.

ACTION:Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Medina and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: November 4, 2025
xc: Flood

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE FLOOD CONTROL AND WATER CONSERVATION DISTRICT BOARD
OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

It is the responsibility of the District to promote and maintain strong internal controls in alignment with procurement policies governing the use of credit cards to conduct official District business. Accordingly, the District is seeking Board approval for the addition of Fiscal Policy F4, *Credit Card Policy*, as part of the District's Fiscal Policy Manual.

District Fiscal Policy F4, *Credit Card Policy*, establishes clear guidelines for the activation, management and use of any credit card or line of credit extended to the District by a bank or business, authorizing individual cardholders to purchase commodities on credit.

The District is also requesting Board approval for the continued use of bank issued credit cards to support operational flexibility. This payment method enables timely purchases from suppliers for commodities that are not available through standard procurement methods. Credit card use is a customary and cost-effective business practice that streamlines low-dollar, high-volume transactions into a single monthly payment, thereby reducing administrative costs and increasing efficiency.

Impact on Residents and Businesses

There is no impact upon existing residents or business. The item provided is for informational purposes only.

Additional Fiscal Information

There is no cost to the District.

ATTACHMENTS:

Fiscal Policy F4, *Credit Card Policy*

DPB:bad
P8/264632


Douglas Cordonez Jr.


10/29/2025


Aaron Gettis, Chief of Deputy County Counsel 10/20/2025



POLICY

RIVERSIDE COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

NUMBER: FISCAL POLICY F4

SUBJECT: CREDIT CARD POLICY

PURPOSE:

The purpose of this policy is to establish guidelines for the activation, management, use and payment of credit cards to conduct official District business. As used in this policy, "credit card" includes any credit card and/or line of credit extended to the District by a bank or business authorizing the individual cardholder to buy goods or services on credit. All District employees are required to abide by this policy.

POLICY:

It is the policy of the Riverside County Flood Control and Water Conservation District ("District") that the Finance Division shall be responsible for managing District credit cards, including the sole authority to obtain credit cards on the District's behalf. The Finance Division shall oversee the accounts and maintain the list of authorized cardholders. The District will make a concerted effort to limit the number of cards issued. No card may be issued without approval from the Chief of Finance.

GUIDELINES:

Activation

Activation of all District credit cards shall be coordinated through the Finance Division upon approval from the Chief of Finance. The credit card limit shall be set and/or modified by the Chief of Finance. A cardholder must review and sign the Cardholder Agreement, which outlines the terms and conditions for use of the credit card.

Management

It is the responsibility of the District to maintain appropriate internal controls in accordance with regular purchasing policies, and to discourage fraudulent use of District credit cards by implementing the guidelines as defined in this policy. Any misuse of the District credit cards or failure to adhere to the guidelines set forth in this policy may result in the revocation of credit card privileges for the cardholder and/or disciplinary action up to and including termination.

The cardholder is responsible for the credit cards safekeeping at all times. Credit cards may not be transferred to, assigned to or used by anyone other than the designated cardholder. The District has the unconditional right to cancel the cardholder's privileges at any time. In the event of a lost, stolen, or compromised card, the cardholder shall immediately notify the Chief of Finance. If the cardholder's employment is terminated for any reason, the cardholder must immediately return the credit card to the Chief of Finance for cancellation and destruction.

Use

- District credit card usage shall only be for official District business and be in compliance with the rules and regulations detailed in this policy, the Cardholder Agreement and the County Purchasing Manual. Credit cards should not be used to replace timely, effective procurement planning.
- Employees may not use a District credit card to make personal purchases at any time, even if the intent is to reimburse the District at a later date.
- Cash advances are strictly prohibited.
- The District's administrative approval procedures shall be followed to ensure sufficient appropriations are available prior to making any purchase. All credit card purchases must be within budgetary limits.
- Credit card use for travel must adhere to existing District and County travel policies.
- Non-travel related purchases must have a valid purchase request authorizing the purchase.
- It is the responsibility of the cardholder to obtain itemized receipts from the supplier for each transaction. The cardholder must submit all documentation related to credit card purchases to the appropriate accounts payable staff immediately after the transaction has been completed. Lack of proper documentation or authorizations may result in loss of credit card privileges. Securing missing receipts shall be the responsibility of the cardholder.
- The cardholder must seek to resolve any disputed charges with the supplier and immediately notify the Chief of Finance and the Purchasing supervisor of the error and impending correction.

Payment

- District credit card usage shall only be for official District business and be in compliance with the rules and regulations detailed in this policy, the Cardholder Agreement and the County Purchasing Manual. Credit cards should not be used to replace timely, effective procurement planning.
- Monthly reconciliations and payments shall comply with the District's written Credit Card Payment Procedures (P8/155220) and AP Cash Disbursements procedure (P8/155158).
- Within three business days of receipt of the cardholder statements, the responsible processing staff shall submit all cardholder statements with supporting documentation to the County Auditor-Controller for payment issuance.
- All credit balances shall be paid in full each month according to each monthly statement received.
- Cardholder statements, receipts and other applicable supporting documentation shall be maintained according applicable District Records Retention policies.