Cheyenne Downtown Development Authority
(307) 433-9730 • www.downtowncheyenne.com • 2101 O'Neil Ave., Room 202, Cheyenne, WY 82001

MEMO

To:	Downtown Development Authority Board of Directors
From:	Sophia Maes, DDA Executive Director
Date:	July 9, 2026
Subject:	DDA Credit Card Usage Policy Approval

RECOMMENDED MOTION:

Move to approve the DDA Credit Card Usage Policy as presented and approve the increase of the Executive Director's credit limit from $2,000 to $5,000.

BACKGROUND:

The FY2025 Annual Audit had several recommendations, one being the creation and adoption of a DDA Credit Card Usage Policy, outlining when credit cards should be used, who is authorized to used them, and what the credit limits should be.

When Sophia Maes was hired, her role as Administrator only warranted a $2,000 credit limit. Now in her role as Director, the DDA has not increased this limit, leading to issues with DDA Board approved purchases, such as the IDA Conference registration and travel accommodations.

The DDA's Purchasing Policy outlines that the DDA Executive Director may make valid purchases for DDA business for up to $4,999 without Board approval. This credit limit reflects this policy.

Key elements of this policy are:

- All credit card purchases must adhere to the official DDA Purchasing Policy (adopted 1/9/2024).
- All purchases must be within the approved budget allocation for the respective budget line item.
- All receipts must be retained, stamped with the perjury stamp, and signed by the DDA Treasurer or Executive Director.
- Misuse of DDA credit cards will result in personal liability for repayment of all unauthorized charges and may be subject to disciplinary action up to and including termination of employment.
- All staff members issued a DDA credit card must sign the Credit Card Staff Agreement.

STAFF RECOMMENDATION:

Staff recommends the DDA Board move to approve the DDA Credit Card Usage Policy as presented and approve the increase of the Executive Director's credit limit from $2,000 to $5,000.

ATTACHMENTS:

1. DDA Credit Card Usage Policy-DRAFT

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POLICY DOCUMENT

Credit Card Usage Policy

Effective Date: TBD

I. Purpose

The purpose of this policy is to establish clear guidelines for the use, management, and reconciliation of corporate credit cards issued by the Cheyenne Downtown Development Authority (DDA). This policy ensures proper stewardship of public funds, accountability in financial transactions, and compliance with applicable laws and regulations.

II. Policy Statement

It is the policy of the Cheyenne DDA that corporate credit cards shall be used solely for legitimate business purposes directly related to the operations and objectives of the Authority. Personal use of DDA-issued credit cards is strictly prohibited. All transactions must be documented, reviewed, and reconciled in accordance with the procedures outlined below.

III. Authorized Use

All credit card purchases must adhere to the official DDA Purchasing Policy (adopted 1/9/2024). Credit card purchases may be made either online or in person, and the physical card must be present at the point of purchase.

For international transactions, prior authorization must be obtained from Jonah Bank, the DDA's credit card servicer, to ensure the transaction is approved.

Credit card limits are established as follows:

- DDA Admin (Downtown Development Authority) Standing Account – $6,000, designated for recurring organizational expenses (e.g. subscriptions, memberships, etc.).
    - As of 6/16/2026, there is no physical card for this credit line
- DDA Treasurer – $5,000
- DDA Executive Director – $5,000
- DDA Administrator (if applicable)– $2,000

IV. Budget Considerations

The DDA's annual budget will serve as the primary reference for procurement decisions. All purchases must be within the approved budget allocation for the respective budget line item.

V. Documentation & Reconciliation

All receipts must be retained, stamped with the perjury stamp, and signed by the DDA Treasurer or Executive Director. Receipts must then be attached to the corresponding transactions in designated accounting software.

Credit card receipts are to be kept in the designated folder on the DDA server and reconciled against each card's monthly statement.

Credit statements are to be downloaded for the prior month during the reconciliation process.

Completed reconciliation reports are to be filed in the corresponding folder on the DDA's secure server after signature from DDA Treasurer or Executive Director and designated CPA.

VI. Payment of Balances

An automatic payment for the full balance, as reflected on the monthly credit card statement, shall be made from the DDA's checking account at Jonah Bank.

VII. Oversight and Compliance

The Executive Director, or designee, is responsible for reviewing all credit card charges, documentation, and reconciliations to ensure compliance with this policy and with applicable statutory requirements. The DDA reserves the right to review and investigate any charges or billings connected with its credit cards. Employees have no expectation of privacy concerning the review of business-related charges.

VIII. Misuse of Credit Cards

Any unauthorized or personal use of a DDA credit card constitutes a violation of this policy and of the Cheyenne DDA's standards of conduct. Employees engaging in such misuse will be held personally liable for repayment of all unauthorized charges and may be subject to disciplinary action up to and including termination of employment. Misuse may also result in cancellation of the card.

IX. Credit Cardholder Agreement

All staff members issued a DDA credit card must sign the Credit Card Staff Agreement, acknowledging receipt of the card and agreement to abide by all terms of this policy, including but not limited to:

1. Use of the card exclusively for authorized DDA business expenses.
2. Retention and submission of all receipts and proof of expenses.
3. Prohibition of personal or unauthorized purchases.
4. Cooperation with any review or investigation of card usage.
5. Return of the card upon termination of employment or at the request of the Executive Director.

XII. Review and Updates

This Credit Card Usage Policy will be periodically reviewed and updated to ensure its continued relevance and effectiveness. Any amendments will be communicated to all relevant parties.

XIII. Compliance

Non-compliance with this Credit Card Usage Policy may result in disciplinary action, up to and including termination of employment. Any suspected violations should be reported to the DDA President, Treasurer, and Executive Director.

By adhering to this Credit Card Usage Policy, the DDA aims to uphold the highest standards of fiscal responsibility and accountability in the management of public funds and the procurement of contract services.