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|  <p style="text-align: center;">GUAM HOUSING AND URBAN RENEWAL AUTHORITY</p> <p style="text-align: center;"><i>AUTHORITY STANDARD OPERATING PROCEDURES</i></p> | No. ASOP – 013 | Issued: February 28, 2024 |
| | Prepared by: Fernando Esteves Approved by:  Elizabeth F. Napoli Executive Director | |
| Title: CREDIT CARD SOP | Authorized by: Board of Commissioners Resolution No. FY24-008 | |
| Effective Date: March 26, 2024 | Supersedes No.: All Previous Procedures | |

I. PURPOSE

The Credit Card Procedures herein are intended to facilitate and standardize the use of credit cards by the authorized Guam Housing and Urban Renewal Authority (“GHURA”). GHURA in the conduct of its business, may require the use of a credit card for payments, particularly as digital transactions are becoming standard. Additionally, when conducting official travel, advanced booking and deposits are a common requirement and generally results in a government cost savings.

The credit card expenditures utilizing Federal Funds are ultimately governed by 2 CFR 200 and 5 GCA Ch. 5, if not otherwise in conflict. 5 GCA §5004 is applicable except as otherwise specified in 5 GCA §5501. GHURA shall make all good faith efforts, with respect to 5 GCA §5125, to conduct its procurement activities under 5 GCA Ch. 5 “to the maximum extent practicable” while meeting its Federal obligations. Instances where a conflict exists, guidance will be provided for in these Standard Operating Procedures.

II. AUTHORITY

These procedures are developed pursuant to and in accordance with the Resolution No FY2024-008 titled the “2024 GHURA Credit Card Policy”, and shall conform to all requirements hereinabove and with Public Law 34-05.

III. APPLICABILITY

These procedures are intended to procure supplies or services for the Authority within expected timeframes that would warrant a savings to GHURA. These procedures shall apply to Cardholders employed with the GHURA.

IV. AUTHORIZED CARD USE

Authorized Card Use shall be defined as an ordinary, necessary, and reasonable expense to properly maintain and operate GHURA, which may include, but is not limited to, authorized training inclusive of registration fees, supplies, services, equipment, professional memberships, and the emergency housing of residents. Authorized travel expenses are allowable and shall follow GHURA's Travel Policies and Procedures and procedures outlined in Section V. Only expenses as approved for in GHURA's annual budget shall be considered eligible to be charged against the credit card.

The use of a credit card does not relieve the cardholder from adhering to established and applicable Procurement Policies, Laws, and Regulations. Purchase Orders are required **prior** to using a credit card, with the exception of specific emergencies provided for in Section XIII.

V. CREDIT CARD USE FOR AUTHORIZED TRAVEL EXPENSES

Credit card charges may be made to pay for airline tickets, lodging, and car rentals. The credit card may also be used to hold a reservation; a Purchase Order is required prior to making any reservation. Authorized Cardholders are responsible to ensure that any cancellations on reservations are made within the allotted time and unnecessary expenses are avoided.

VI. PROHIBITED USE

Prohibited credit card charges include, but are not limited to, cash advances, meals, and business entertainment. Under no circumstances shall a GHURA-issued credit card be used for personal purchases.

VII. AUTHORIZED CARDHOLDERS

Only Procurement Officers, as defined in 5 GCA Ch. 5 and GHURA's Procurement Policy, are authorized to receive a GHURA-issued credit card. It shall be the general practice of GHURA, that Procurement Officers, duly designated to authorize expenditures as the appropriate officials to make credit charges as authorized.

Public Note: As of the promulgation of these SOP's (February 2024), the GHURA Executive Director and Deputy Director are the only authorized Procurement Officers.

VIII. PHYSICAL SECURITY

GHURA-issued credit cards shall be physically secured, at all times, in the Cardholders regular place of business. The GHURA-issued credit card is not permitted to leave the

workplace unless previously authorized by the Executive Director and only in emergency situations. GHURA-issued credit cards shall never accompany a Cardholder in off-island travel.

IX. PAYMENTS

All receipts and supporting documents must accompany billing statements prior to payment. Payments shall be made promptly to avoid unnecessary interest payments.

X. CONTROLLER RESPONSIBILITY

The Controller shall be vested with the following responsibilities:

1. Conduct or have conducted an audit of GHURA's credit card activities on a biennial basis;
2. Provide a biennial report to the BOC on Credit Card utilization and include any recommendations for policy updates;
3. Track all Credit Card expenditures; and
4. Ensure Net 30-day payment of balances.

XI. DISPUTED CREDIT CARD CHARGES

In the event that the billed amount contains charges that are disputed by the authorized Cardholder, the Cardholder shall obtain a "**Dispute Form**" from the Controller, and return the completed form to the Controller. Detailed instructions for completing the Dispute Form shall be given by the Controller.

XII. MISUSE OF CREDIT CARDS PROHIBITED

It is the policy of the BOC and the Executive Director not to tolerate the misuse of any GHURA-issued credit card. An authorized credit cardholder who is found to be misusing a credit card shall be reported to the proper authorities, and subject to appropriate administrative or disciplinary action up to and including termination of employment from the Authority.

XIII. APPOINTING AUTHORITY AND IMPLEMENTATION

These standard operating procedures are subject to written amendment and/or special instructions upon its implementation, as deemed appropriate by the Executive Director and subject to any changes in regulatory guidance.

XIV. EMERGENCY DUE TO PHYSICAL HAZARDS

The prescribed guidance and procedures contained in this Section are determined to be the means of compliance with 5 GCA §5125 to the maximum extent practicable and requirements under 24 CFR §966.4(h). In very limited circumstances, as determined herein, an Authorized Cardholder may conduct a purchase, preceding a Purchase Order.

As provided for, in the U.S. Department of Housing and Urban Development, Public Housing Occupancy Guidebook (2020):

In certain cases, GHURA must provide an emergency transfer when there is damage to a family's unit or building, or the site poses an immediate hazard to the life, health, or safety of an occupant. If alternative accommodations are available and the GHURA cannot make the necessary repairs within a reasonable amount of time, GHURA is required to provide the family with alternative housing. The family is entitled to alternative accommodations even if the tenant, household member, guest, or other covered person is responsible for the damage that caused the hazard or if a family is in the process of being evicted. For GHURA to be compliant with its lease obligations, any condition that would produce an emergency work order would qualify a family for an emergency transfer if the repairs cannot be made within 24-hours. In emergency situations when no other appropriate public housing units are available, it is common practice for GHURA to cover the cost of hotel accommodations until repairs are made or a transfer to alternative housing is completed.

Normal Business days/hours

When a determination has been made that repair or mitigation of the physical hazard cannot be completed within 24-hours that allow for the family to remain in the unit safely and an appropriately sized public housing unit is not available.

GHURA shall, to the maximum extent practicable, issue a Purchase Order for temporary alternative hotel accommodations by close of business. However, management should be mindful of cost principles and analyze of the totality of the situation, (e.g. utilization of night-differential, overtime, or holiday pay) on the best direction to comply with 24 CFR §966.4(h).

Outside of Normal Business days/hours

An Authorized Cardholder may conduct a purchase for temporary alternative hotel accommodations, preceding a Purchase Order if the following conditions have been met:

1. Repair or mitigation of the physical hazard cannot be completed within 24-hours that allows for the family to remain in the unit safely;
2. An appropriately sized public housing unit is not available.

If the conditions above have been met, proceed:

3. Property Site Manager/Property Manager shall obtain no less than three (3) positive quotes. Quotes shall be provided in print form or e-mail.
4. Property Site Manager/Property Manager shall present the lowest positive quote to the Authorized Cardholder who will authorize the purchase. This purchase shall not exceed the next standard business day, shall not exceed three calendar days in total, or shall not exceed the micro-purchase threshold.
5. On the next business day, on the third calendar day, or before anticipated micro-purchase cap, whichever comes first, the Authorized Cardholder shall ensure that all supporting documentation and written determinations compiled under this guidance are completed. Additionally, GHURA shall process a new Purchase Order for any time in excess of the next business day, three calendar days, or the micro-purchase threshold.

-Nothing Follows-