



DWSD Finance Policy Revisions

Policy Amendments

- **Corporate Credit Card**
 - Defines “DWSD Business” uses
 - Details Authorized Uses
 - Hotel stays
 - Meals
 - No rental cars
 - No alcohol
 - Forms
 - Details Food and Beverage Purchases
 - Original receipts required

Policy Amendments

- **Purchasing Card**
 - To be used for emergency and small purchases only
 - Original receipts required

Policy Amendments

- **Business Travel and Training Expense**
 - Documentation
 - Travel Request Memo to attain permission to travel
 - Travel Expense Request form
 - DWSD Travel Coordinator – liaison with travel agency for airfare
 - Approvals
 - Division Head, CFO and Director must approve travel and expenses
 - Details authorized expenses during business travel or attending training

Policy Amendments

- **Deduct Meters**

- For Commercial and Industrial Customers
 - Example: bottled drinking products; irrigation
- Separate meter allowed so that sewer charge does not attach to water usage
 - Permit required
 - No outstanding balance on any other accounts – pay balance or payment plan
- Customer pays for separate meter
 - Must have proper connections; backflow prevention
 - Must provide proof and drawings
- Monthly bill
 - Meter service charge
 - Water usage; no sewer charges
 - Permission to use deduct meter is revocable if used for domestic purposes