



Missouri Department of dnr.mo.gov

# NATURAL RESOURCES

Michael L. Parson, Governor

Carol S. Comer, Director

## MEMORANDUM 2021-009

DATE: October 30, 2020

TO: All Soil and Water Conservation Districts

FROM: Jim Boschert,<sup>JB</sup> Environmental Program Manager  
Soil and Water Conservation Program

SUBJECT: UMB Bank Credit Card

In October of 2019, the Soil and Water Districts Commission approved an organizational resolution from UMB Bank, who is the state provider of credit cards. This resolution allows soil and water conservation districts to utilize the UMB Bank credit card for district business. Since this time, the soil and water conservation program has been working with two districts to pilot the UMB Bank credit card. This opportunity is now available for other districts.

The purpose of providing this credit card is to establish a more efficient and cost effective purchasing/payment method and the goal is to reduce the number of payments and checks issued. The UMB card is assigned to one employee and has their name listed on the card. The UMB card does have a credit limit of \$3,000. If the credit limit needs to be increased, the district needs to contact the program office.

If your district is interested in obtaining a UMB credit card the first step is to contact your district coordinator. Your district coordinator will attend a SWCD board meeting to provide a brief overview on the UMB credit card to the SWCD board and staff. This overview will provide additional information and requirements to the board to assist them in making a decision on if a UMB credit card will work for your district. If the board decides to request a UMB credit card the program office will need a copy of the board meeting minutes with the motion showing the board approved the UMB credit card. The program office will also need a copy of financial records for 2 years. Once this information is received, a UMB credit card will be requested by the program office for your district. Your district's credit card will be mailed to the program office and then delivered to the district.

Prior to receiving their UMB credit card, the district must develop a credit card policy and a user agreement form. The credit card policy must include items such as: eligible expenses, transaction limits, monthly limits, what expenses need prior board approval, where the card is kept, etc... The user agreement details what is expected of the employee using the UMB card. This form must be signed by the employee and the district board.

MEMO TO: All Soil and Water Conservation Districts

Page 2

Please contact your district coordinator if you have any questions, or would like to invite your coordinator to a future board meeting to discuss the UMB credit card option. Thank you.