

LOURDES A. LEON GUERRERO

Governor of Guam
I Maga'Haga Guahan

JOSHUA F. TENORIO

Lt. Governor of Guam
I Segundo Na Maga'Lahen Guahan



CHRISTINA D. GARCIA

Chief Executive Officer/Administrator
Ufisiát Atmenestradoran Eksekutibon Akádi

CARLOS P. BORDALLO

Deputy Administrator
Sigundo Atmenestradó

January 21, 2026

TO: GEDA Board of Directors

FROM: Christina "Tina" Garcia, GEDA CEO/Administrator

RE: **Proposal to Approve a New GEDA Credit Card Policy and Procedures**

Hafa Adai!

On behalf of the GEDA management team, we submit this request for a GEDA Credit Card to be used for official GEDA business purposes. The attached policy reflects recommendations from the Guam Office of Public Accountability (OPA) as well as guidelines found in other Government of Guam (GovGuam) agencies policies.

This policy promotes fiscal integrity, ensures compliance with applicable laws and regulations, and safeguards public resources by defining appropriate standards for credit card use by authorized individuals to conduct official GEDA business.

If approved, this policy states that the card will be used for official business purposes, including but not limited to:

- a. Airfare purchases;
- b. Payment of online registration fees for conferences, seminars, training, etc.
- c. For the purchase of subscriptions, publications, manuals, software, etc. where only credit card payments are accepted;
- d. And the purchase of items/services that are not available from local vendors.

The following are **prohibited** transactions:

- a. Personal items or expenses;
- b. Alcoholic beverages or entertainment;
- c. Food, meals, or beverages;
- d. Split transactions to bypass purchase limits;
- e. Purchases exceeding \$10,000 in value; and
- f. Cash advances or withdrawals.

In addition to enhancing fiscal integrity, securing the GEDA Credit Card will also allow us to realize a significant secondary benefit.

Government of Guam Travel Bank Deposits

Once the GEDA Credit Card is secured, GEDA will be able to deposit travel miles earned into the GovGuam travel bank also known as the *Medical Referral Benefit Bank Account (MRBBA)*. This program, administered by the Department of Administration (DOA), banks frequent flyer miles, accrued from government-funded travel as per Chapter 23 of 5 Guam Code Annotated.

The primary purpose of the MRBBA is to fund off-island medical treatment of eligible patients who lack available medical services in Guam. It can also be used by authorized students for off-island academic, sports, or cultural activities.

Your consideration and approval of the attached GEDA Credit Card Policy and Procedures is greatly appreciated.

Si Yu'os Ma'ase,

Christina "Tina" D. Garcia
Chief Executive Officer / Administrator

RE: Proposal to Approve a New GEDA Credit Card Policy and Procedures

As presented at the GEDA Board of Directors Meeting, January 22, 2026.

Approved Disapproved



Siska Hutapea
GEDA Board Chairwoman

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GUAM ECONOMIC DEVELOPMENT AUTHORITY

Credit Card Policy and Procedures

November 2025

Purpose:

To establish comprehensive policies and procedures for the issuance, authorized use, oversight, and reconciliation of credit cards issued to the Guam Economic Development Authority (GEDA). This policy promotes fiscal integrity, ensures compliance with applicable laws and regulations, and safeguards public resources by defining appropriate standards for credit card use by authorized individuals to conduct official GEDA business.

Scope:

This policy applies to all GEDA employees and board members who are issued a credit card or are authorized to make purchases using a GEDA credit card. It governs the issuance, use, documentation, and reconciliation of credit card transactions made in connection with official GEDA business.

General Guidelines:

The following guidelines outline the proper and prohibited use of GEDA-issued credit cards to ensure accountability and appropriate use of public funds.

1. Authorized Uses of Credit Cards

GEDA credit cards may only be used for official business purposes, including but not limited to:

- a. Airfare purchases
- b. Registration fees for conferences, seminars, and training where GEDA employees or board members will be in attendance.
- c. The purchase of subscriptions, publications, manuals, software, etc., that only take credit cards.
- d. The purchase of items/services that are not available from local vendors or for which GEDA has documented that significant savings (>20% landed costs) can be obtained by using the credit card.

2. Unauthorized Uses of Credit Cards

GEDA credit cards shall not be used for the following purposes:

- a. Personal items or expenses

- b. Alcoholic beverages or entertainment
- c. Food, meals, or beverages
- d. Split transactions to bypass purchase limits
- e. Purchases exceeding \$10,000 in value
- f. Cash advances or withdrawals

3. Custodian of Credit Card

- a. The Administrative Services Manager (ASM) and Administrative Services Officer (ASO) shall serve as the custodians of the agency's credit cards. They are responsible for ensuring the safekeeping, proper handling, and authorized use of the agency's credit cards.
- b. Before any purchase, it must be reviewed and approved by a Certifying Officer. Once approved, the requesting employee must coordinate directly with the ASM or ASO to complete the transaction. After the purchase, the credit card must be promptly returned and secured in the designated safe.
- c. The ASM and ASO shall maintain a detailed record of each transaction, including the date of use, purpose of the transaction, and the name of the individual who used the credit card. All transaction records shall be forwarded to the Administrative Services Division (ASD) for recording and reconciliation purposes.

4. Procurement Compliance

All purchases using a GEDA credit card must comply with applicable procurement laws, rules, and regulations. Competitive procurement shall be conducted whenever practicable to ensure the best value for GEDA.

5. Procedure for Credit Card Purchase

- a. **Purchases under \$500:** The purchaser must provide evidence that the product or service is not available for purchase on island.
- b. **Purchases over \$500:** The purchaser must provide either (1) evidence that the product is not available for purchase on island or (2) a bid abstract demonstrating a landed cost savings of more than 20% compared to items purchased on island.
- c. **Travel Purchases:** Airfare, conference registration fees, per diem, and other travel-related expenses shall require an approved Travel Authorization Form (TAF) before completing the purchase. Any additional travel expenses incurred during the trip shall be submitted with the required receipts upon return for reimbursement in accordance with the approved TAF. All reimbursements must be supported by certified funds and processed in compliance with applicable accounting and disbursement procedures.

- d. **Approval Requirement:** All purchases must be approved through the appropriate disbursement approval process.
- e. **Separation of Duties:** At no time shall the Certifying Officer and the Payer (or the individual responsible for processing payment) be the same person. This separation of duties shall be strictly observed to ensure proper internal controls and accountability on any credit card transactions.

6. Reconciliation and Payment

- a. Upon receipt of the monthly statement from the banking institution, the ASD shall reconcile all credit card transactions as part of its internal control procedures. The Certifying Officer shall not participate in the reconciliation process to ensure proper segregation of duties and maintain the integrity of financial controls.
- b. The reconciliation shall verify that each transaction is supported by proper documentation, including receipts, approvals, and the purpose of expenditure.
- c. The reconciled statement shall then be reviewed and certified by the Approving Official before payment.
- d. Payments shall be processed only after reconciliation and approval, and through the standard disbursement approval process.
- e. All credit card balances shall be paid in full each month to avoid interest charges, penalties, or late fees.
- f. Under no circumstances shall interest or finance charges be incurred due to delayed payment.

7. Credit Card Security

- a. Always store credit cards in a secure location.
- b. Never share the card number or related information with unauthorized individuals.
- c. Immediately report any lost or stolen cards to the card issuer and ASD.

Approved on: 22 JANUARY 2020 BOD Meeting

Approved by: 
Siska Hutapea
Board Chairwoman


Doreen Crisostomo-Muna
Board Secretary