

## WASHOE COUNTY VENMO ACCOUNT POLICY

### PURPOSE

This policy establishes guidelines for the proper use and management of Washoe County's Venmo account to ensure compliance, security, and accurate financial reporting.

### SCOPE

This policy applies to all employees, and other authorized personnel who use the company's Venmo account for business transactions.

### AUTHORIZED USE

Washoe County's Venmo account may only be used for:

- Receiving payments from employees only for reimbursement of travel advances, sales tax reimbursement, or other funds due from an employee to Washoe County

The account may NOT be used for:

- Payroll reimbursements to the County
- Any transactions that may violate County policies or Venmo's terms of service
- Any reimbursements to employees

### ACCOUNT ACCESS & SECURITY

- The County's Venmo account login credentials must be managed by the Finance Department.
- Multi-factor authentication must be enabled on the account.
- Only authorized personnel may access and conduct transactions on the account.
- Employees must not link personal bank accounts or credit cards to the County Venmo account.

### TRANSACTION APPROVAL AND LIMITS

- All payments must be made for the exact amount owed; no rounding of these amounts is acceptable
- Transactions must be properly documented for accounting purposes.

### ACCOUNTING AND REPORTING

- All Venmo transactions must be recorded in the County's financial system by the close of month end.
- Any discrepancies or unauthorized transactions must be reported immediately to one of the following, Principal Account Clerk, Accounting Manager or Comptroller

### COMPLIANCE AND VIOLATIONS

- Misuse of the County's Venmo account may result in disciplinary action, including termination.
- Employees must comply with County financial policies and Venmos' terms of service.

### FINANCE DEPARTMENT RESPONSIBILITY

- Finance personnel will review the Venmo transactions weekly

- Finance personnel will be responsible for posting received funds in the County's financial system weekly