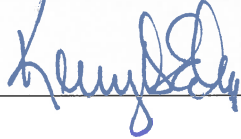
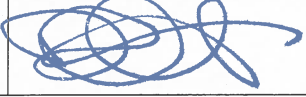




Administrative Policy

Title: City Issued Credit Cards				
Administered By: Administrative Services (Finance)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01200.003	11-08 (08-11-14)	01-03-17		



This Policy had been numbered Policy 300.16. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 300.16
Issued: 11-08
Revised: 08-11-14



ADMINISTRATIVE POLICY

Policy: City Issued Credit Cards					
Responsible Department: Finance					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
300	.16	Prior to 11/2008	08/11/2014		

POLICY

These guidelines establish the City's basic policies and procedures for using City issued credit cards in making supply and service purchases on behalf of the City and paying for travel expenses when on City business. When possible, employees should use the City credit card for purchases and travel expenses for City business, instead of using their own resources and then seeking reimbursement from the City.

The Finance Department will issue City credit cards to regular employees and departments (Department Cards) as requested and approved by the Department Director and City Manager. Standard regular employee credit cards have a \$5,000 per month limit. Department Directors may request higher limits for their employees subject to their signature authorization limits. Department Directors, Department Cards, and specialty cards (e.g. Fleet cards) may have different limits.

The term Cardholder in this Policy refers to individual cardholders and the employees who are responsible for their Department and specialty cards. All Cardholders assume full responsibility for all actions associated with their assigned cards. All purchases are to be in conformance with the City's Purchasing ordinance and in conjunction with City business.

Employees will not use City credit cards for personal expenses even if the intent is to reimburse the City later.

PROCEDURES

Application. An application must be completed by the applicant and approved by the Department Director and the City Manager. By signing the application, the employee agrees to comply with the City's Credit Card policy and procedures.

Timely Payment. Department Directors and their designees are responsible for ensuring that each credit card statement (along with appropriate supporting documentation reconciled to the statement) is submitted to the Finance Department by the end of each month. Supporting documentation may be in electronic format. The Cardholder should prepare and sign a monthly statement. An Approving Official is required to sign the monthly statement. The Approving Official is the Department Director or his/her designee for all Cardholders within a department. Department Directors should route their statements to whomever they directly report, either the Assistant City Manager or City Manager. The City Manager and the City Attorney should route their statements to the Finance Director as their Approving Official. A monthly City credit card report for each department listing all credit card purchases during the month will be distributed to Department Directors, the Assistant City Manager, and the City Manager.

Restaurant and hotel vendors often provide separate slips for the detailed receipt and the signature authorization. If all documentation for the purchase is not included on one form, both pieces are to be submitted for processing. Any transaction not supported by a receipt must be supported by a memo stating the details of the expense such as date, amount, and description of the item and be signed by the Approving Official of the department. Any statement not received in a timely manner by the Finance Department will have all of its charges expensed to the departmental administration account. Any corrections to that account must be made via a memo from the Department Director addressed to the Finance Director. The Finance Department shall conduct monthly reconciliations to compare the individual monthly credit card statements to the monthly corporate summary received from the bank to ensure that the transactions and amounts paid are accurate.

Disputed Charges. Cardholders are responsible for ensuring that the vendor and issuing bank are notified immediately of any disputed charges. When Cardholders submit monthly statements, any disputed transactions should be noted.

Lost or Stolen Cards. Cardholders should call the number on the back of the credit card immediately if the card is lost or stolen. Cardholders should keep a record of the card number and the phone number in a separate, secure location for this purpose. Cardholders are also responsible for ensuring that the Finance Department is notified immediately. Failure to do so may result in making the Cardholder responsible for any fraudulent use of the card.

Disciplinary Action. Department Directors are responsible for all disciplinary action surrounding misuse of cards, including requesting cancellation of card privileges.

Return of the Card Upon Request or Termination. Cardholders will immediately surrender their card upon request of their Department Director. Each department is responsible for retrieving the credit card when an employee separates from the City. Use of the credit card for any purpose after its surrender is prohibited.

Questions. Any changes as to the card use or any problems should be communicated to the Finance Department.