



## Administrative Policy

Title: Credit Card Purchases				
Administered By: Department of Water & Power				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
03100.002	10-28-14 (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. 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 (UNKNOWN #)  
Issued: 10-28-14  
Revised: N/A

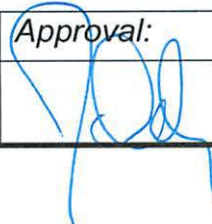


# Department of Water and Power And Maintenance Services Department

**SUBJECT:**

*Credit Card Purchases*

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<i>Section:</i>	<i>Position:</i>	<i>Issue Date:</i>	<i>Revision Date:</i>	<i>Approval:</i>
<i>Department-wide</i>	<i>All DWP positions</i>	<i>10/28/2014</i>		

**POLICY & PURPOSE:**

To establish Departmental guidelines on credit card purchases following the City's Credit Card Policy and to reduce the number of Limited Purchase Order (LPO) use for acquisition of products and offsite services requested by the Department of Water and Power (DWP). (Please see Finance Administrative Policy 300.16, revision date 8/11/2014.)

**PROCEDURE:**

The DWP and Maintenance Services Department currently use LPOs for the purchase of products and off-site services under \$5,000. Credit cards will be used to make payment on these types of transactions where customarily a LPO would have been used. The same purchasing guidelines on LPO usage would apply to the transactions paid by credit card. Credit card payments will be used for purchases made online, in-store or over the phone.

DWP staff requesting products or services typically paid for with a LPO will email their supervisor requesting the purchase. The email will contain:

1. A general description of the product or service needed, along with the quantity needed if applicable, including one of the following:
  - a. a hyperlink to the exact product needed, or
  - b. a copy of a proposal or price quote for the good or service.
2. Date needed
3. Delivery address
4. Special instructions (if any)
5. The general ledger and/or journal ledger account number and object code

If the supervisor approves of the purchase, they will forward their approval via email to the designated Support Services Tech (SST). The SST will contact the Business Supervisor for credit card purchases below \$500 and the Finance and Administration Manager for purchases between \$500 and \$5,000.