

D. CREDIT CARD RECONCILIATION

PURPOSE

It is the policy of the City Redlands to ensure that all credit card transactions are properly authorized with adequate receipt documentation and approvals.

POLICY

It is the duty of the Finance Director to supervise and be responsible for the disbursement of all public monies and have control over all expenditures to ensure that budget appropriations are not exceeded per Municipal Code No. 2.08.020.

PROCEDURE FOR RECONCILIATION

Each Month, the Finance Department will forward the credit card statement to all Cardholders and their appointed staff. A Credit Card Expense Reconciliation Form will be included with the statement.

Complete one Credit Card Expense Reconciliation Form per card:

- Complete all sections at the top of the form.
- List each individual charge amount separately, providing the OrgKey, object, job ledger, amount, vendor, and description.
- Make sure that if the statement crosses fiscal years, you submit a separate form for each fiscal year's charges.
- Make sure to total your charges at the bottom of the page.

Sign the form, and have your director/CM sign approving the charges.

Attach the credit card statement and highlight your Name and Credit Card Number.

Provide an itemized receipt for each charge. If the receipts are not letter sized (8.5" x 11") please tape them to a letter sized piece of paper.

Deliver the Credit Card Expense Reconciliation Form, statement copy, and receipts to the Finance Department. Also, email an electronic copy of the Credit Card Expense Reconciliation Form to the Finance Department.

For the one remaining 'Authorized Representative' card, please provide all receipts to the City Manager's Office for reconciliation.

MEALS

Cardholders must submit the itemized receipt and the receipt noting the tip paid, if applicable. Please note on the receipt the purpose of the expense. Each receipt must include the names of all persons in attendance.



FINANCE

2.2.4

MISSING RECEIPTS

In the event of a missing receipt, the cardholder must attempt to obtain a duplicate copy from the vendor. If a duplicate copy cannot be obtained, a memo with director signature documenting the nature of the charge should be submitted in place of the missing receipt.