

I. CREDIT CARD AUTHORIZATION AND USE

PURPOSE

To define proper issuance and usage of City Credit Cards, and responsibility for charges incurred. To ensure that City Credit Cards are used for appropriate purposes and that adequate controls are established for their usage and payment of charges.

AUTHORITIES

1. City Manager's Office
 - Authorizes and issues new credit cards to approved City employees.
 - Arranges credit or transaction-level limits for individual cards.
 - Serves as liaison between department contacts and issuing bank.
2. Department Director/Authorized Credit Cardholder
 - Ensures City issued credit card is used only for its intended purpose after obtaining proper authorization.
 - Retains receipts and provides explanations for all City Credit Card transactions.
 - Maintains card in a secure location and limits the use to employees who require a card for City business.
 - Authorizes and submits receipts and itemized monthly reconciliation to Finance by specified due date.
 - Notifies City Manager's Office of any fraudulent activity.
3. Management Services / Finance Division
 - Processes payment for credit card invoices on a timely basis to avoid late payment charges.
 - Distributes monthly credit card statement to department contacts for charge reconciliation and approval.
 - Ensures that all credit card transactions are properly authorized with adequate receipt documentation and signatures.

SCOPE

The City Credit Card Policy applies to all Department Directors/City Authorized Cardholders who maintain a City issued credit card, and their designees.

POLICY

1. Employees shall be given access to a City credit card where the nature of their job requires such use.
2. City credit cards may only be used for authorized City expenditures and may not be used for expenses of a personal nature. Cardholders are responsible for verifying that budgeted funds are available before the credit card purchase is made.

ADMINISTRATION AND GOVERNMENT

3.3.9

3. Authorized credit card expenditures are limited to the following:
 - Hotels
 - Airlines
 - Restaurants
 - Rental Car
 - Conference Registration Fees
 - Online vendors who only accept credit cards (Amazon, Newegg, etc.)
 - Software Licenses (and periodic renewals)
 - Emergency Purchases in accordance in accordance with the City's purchasing guidelines and procedures.
4. Use of City credit cards for expenses of a personal nature of any kind is strictly prohibited.
5. Purchase of supplies, materials and goods must be made in accordance with the City's purchasing guidelines and procedures.
6. Employees must retain receipts and note the purpose of the expense. In the case of meals, each receipt should include the names of all persons in attendance.
7. The cardholder must notify the City Manager's Office immediately in the event the card is lost or stolen. Fraudulent or unauthorized transactions shall also be immediately notified to the City Manager's Office so a dispute can be submitted to the issuing bank.
8. The approved monthly credit card reconciliation with receipts shall be forwarded to Finance by the specified due date for entry into the accounting system. (Reference CPM Policy No. 2.2.4 Credit Card Statement Reconciliation)

INSTRUCTION FOR CITY EMPLOYEES:

For complete purchasing guidelines, procedures and forms, please refer to the internal "Purchasing Guidelines" folder on [J:\Purchasing Guidelines](#).