



# *Standard Administrative Policy and Procedures Manual*

Title: **CITY ISSUED CREDIT CARD**  
Section: **PERSONNEL POLICIES AND PROCEDURES**

Date of Version: **JAN 2012**

## **SECTION 1 - GENERAL PURPOSE**

This policy is intended to govern the issuance, check out or carry procedures, usage, and required documentation for City Issued Credit Cards. City Issued Credit Cards are for the effective and efficient purchase of City Travel or Emergency City supplies and services.

## **SECTION 2 – CREDIT CARD POSSESSION AND CHECK-OUT PROCEDURES**

Department Directors may be issued credit cards to carry with them for all City approved travel and necessary purchases. Department Directors may also request their department assistants be issued a City credit card for routine expenses including travel, online registration, or emergency purchases as authorized by the Department Director.

### **A. Check-out Procedures**

City issued credit cards will be held by the Director of Finance, until the time the card is needed by an employee. Cards will be checked out from the finance office and returned after each use. Employee credit cards will mainly be issued and used for travel and training purposes. Emergency purchases, as deemed necessary by the Department Director, will also be allowable expenses.

### **B. Checkout Form/Card Carriers**

All Employees, whether they carry a City issued credit card at all times or check their card out from time to time, will need to review and complete the Credit Card Policy Receipt Form.

## **SECTION 3 – PURCHASING REQUIREMENTS**

City Employees that are issued a City Credit Card acknowledge and accept all policies governing expenditures.

### **A. ALLOWABLE EXPENSES**

- Authorized travel and training expenses
- Authorized emergency expenditures for services or supplies
- Reimbursement for alcoholic beverages is prohibited.
- Elected Officials, City Administrator, or Directors may purchase **Business Meals** for another individual and shall be so noted including the individual's name, affiliation, City business being discussed or reason the City is paying the additional cost. **See also Business Meals.**
- **See Travel and Training Policy for more detail on allowable expenses**

**B. DOCUMENTATION**

Original, itemized receipts are required to validate expenses on City Issued Credit Cards.

- Restaurant receipts must include both the itemized bill and the credit card receipt that identifies the tip amount.
- Conference receipts must include training details and employees attending the training.
- Hotel receipts must include daily room rates and itemized receipts for any additional room charges.
- Transportation receipts should show charges for airfare, cab fare and tip amount if applicable.

**C. UNAPPROVED EXPENDITURES**

Employees will be responsible for all unapproved expenditures made on the City Issued Credit Card. Expenditure reports will be reviewed by both the Department Director and Finance department for adherence to policy.