

City of Bell

Credit Card Policy

Policy

1. Introduction

The purpose of this policy is to provide users of City credit cards with a flexible and efficient way to make small purchases. It empowers the cardholder to acquire the necessary materials, to conduct City business and deliver services in a more convenient and expeditious manner. This policy is designed to promote responsible efficient ethical and legal utilization of the City credit cards

2. Scope

This policy shall be applicable to all employees and departments.

3. Background

Credit cards have become essential to the accomplishment of City business. Certain types of transactions (e.g., airline reservations, online class registration) can only be effectuated through the use of credit cards.

4. Uses of the City Credit Card

The City credit card shall only be used for expenses related to official City business and if necessary payment for a purchase shall not be split into multiple transactions to stay within purchasing policies.

City credit cards shall only be used by the cardholder. No other person is authorized to use the card.

Use of the City credit card for personal purchases is strictly prohibited.

Cardholders are expected to obtain the best prices available. The cardholder is responsible for maintaining receipts of all card transactions and submitting these receipts to Accounts Payable for payment receipts are required for all purchases.

Improper use of the City credit card will be treated as misuse of public funds and cardholder may be **subject to disciplinary action up to and including termination and prosecution.**

5. Unauthorized Credit Card Uses

The card shall not be used for the following: personal purchases, personal identification, cash advances, telephone calls, monthly services, alcoholic beverages, or the purchase of in-room movies while travelling on City business.

6. Eligibility for the City Credit Card

Eligibility must be based on the Department Head's recommendation and the City Manager's approval. The City authorizes each department to have one credit card for each department head.

In the case the department needs the second credit card, the cardholder must be a full time City employee. When an additional card has been issued, the immediate supervisor is responsible for ensuring that cardholders under their supervision understand and comply with City credit card purchase procedures. Supervisors must make sure that violations do not occur and suspected violations are reported immediately to the Finance Department. In the case of Department Heads who are suspected of violating this policy, appropriate disciplinary action will be taken.

In all cases, eligibility for the receipt of a City credit card is based on the completion of the City Credit Card request / Acknowledgment form for the designated City credit card which shall identify business needs.

7. Cardholder Responsibility, Validation and Safekeeping

City credit cards should have the authorized employee's name embossed on it. The Cardholder shall sign a form acknowledging his/her understanding and receipt of the policies and procedures surrounding use of the City credit card.

It is the cardholder's responsibility to safeguard the credit card to the same degree that the cardholder safeguards their personal credit information. Under no circumstances will the cardholder allow anyone to use their card. A violation of this trust could result in the cardholder being disciplined up to and including termination from the City. The credit card privileges of the card holder will be revoked.

Within two business days of receiving monthly billing statement from the Account Payable Clerk, user departments shall verify all transactions **with original receipts for all line items on the statement, attach receipts to the statement and with brief description of the purchase forward to the Finance Department.**

Lost, stolen or misplaced credit cards shall be immediately reported to the Finance Director. The Finance Department will issue and replace credit cards.

8. Spending Limits, Receipts and Disputed Items

To comply with the City's purchase order procedures, each credit card's single purchase limit shall comply with the spending thresholds in the Purchasing Policy.

It is the cardholder's responsibility to obtain transaction receipts from the merchant each time the City credit card is used and forward those documents to the Finance Department. The Finance Director and /or designee will be reviewing and approving the periodic statements.

In collaboration with the Finance Department, it is the cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

9. Card Termination

A City credit card may be terminated for cause at the discretion of the City, by the cardholder's Department Head, the Finance Director or by the City Manager.

10. Public Records

Documents related to the City credit card are considered public records and are subject to disclosure in accordance with the Open Public Records Act Government Code section 6250 et al.