

City Credit Cards

City Credit Card Policy

It is the intent of this policy ensure that purchases made by employees utilizing the convenience of credit card payments are prudent, necessary, and reasonable. Additionally, this outlines the necessary documentation needed for timely payment of credit card statements and the consequences of inadequate documentation. This policy should be viewed in conjunction with the City's Travel and Purchasing Policies.

Department directors can request a credit card for department staff for travel and small purchases. If a credit card is required, e-mail the request to [LaJuan Tuttle](#) in Finance.

Credit Card Use for City Expenditures

To qualify for reimbursement, expenses must be reasonable and prudent under the circumstances and directly related to the conduct of business or service for the City. It is important that City issued credit cards not be used as a means to circumvent the primary purchasing process which specifically states that purchase order approval must be obtained prior to making an expenditure. The City's purchasing policies further clarify that the appropriate use of credit cards is limited to purchases where purchase orders are not accepted or are not practical in carrying out City business (for example, internet or phone orders). Under no circumstances should a City credit account be used for personal expenses.

Documentation Required

For all purchases made with a City credit card, an original detailed receipt showing vendor name, purchase date, item purchased, and total expenditure must be obtained. In addition to the receipt, a description of business purpose should be noted for each transaction. For travel related expenses the description of business purpose should include reason and dates of travel supported by registrations, agendas, or conference brochures.

- **Payment for meals** - Employee must clearly document that the meal was for business purpose or be considered in Travel Status, which is defined as periods longer than a day and must include an overnight stay. The payment receipt must give the following details: name of restaurant, date of purchase, food item description, and dollar amount.
- **Payment for lodging** - A detailed listing of all charges (room, tax, phone calls, etc.) should be obtained and submitted as back-up documentation. Lodging expenses also require additional documentation of business purpose including reason and dates of travel supported by registrations, agendas, or conference brochures.

Each individual card holder will be responsible for updating the key and object code in their online City banking account and submitting the monthly statement of their City Credit Card and all necessary receipts to Accounts Payable. The statement and receipts must be to Accounts Payable within ten days of the Statement Date to ensure timely payment. If receipts are not submitted with the statement, the cardholder will be required to reimburse the City for the amount of the purchase or expense.

Repeated occurrences of missing receipts, late paperwork or personal use of City credit cards may lead to cancellation of the cardholders account at the discretion of the Finance Director in consultation with the Department Director. Given the above consequences for late payment and missing documentation

it is highly recommended that individual card holders not “lend” their City credit cards to other City staff. In the event of missing or late information the cardholder will be held responsible regardless of who made the purchase using their card.