City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager

DATE: March 8, 2017

SUBJECT: Revised Policy 312 - Credit Cards

Staff has taken the opportunity to review and update the City's credit card policy. The intent was to add the positions that are authorized to have a City Credit Card and to clarify the current practices on City issued credit card use.

A few of the changes in the policy include:

- List the specific positions that are authorized to have a City credit card.
- List a maximum purchasing limit of up to $5,000 per card. It should be noted that this is a maximum and most cards will have a lower purchasing limit based on their individual need.
- Clarify the current practice that staff shall retain and secure the individual City credit card issued in their own name verses each card being retained by the Finance Director when the card is not in use.

RECOMMENDATION: Review and consider approving the revised Policy 312 - Credit Cards.

RESOLUTION NO. _____

A RESOLUTION APPROVING THE REVISED CREDIT CARDS POLICY NO. 0312

WHEREAS, the City of Carroll currently has a Credit Cards Policy No. 0312 in place, and

WHEREAS, a revised policy has been prepared and is attached hereto, and

WHEREAS, the City Council of the City of Carroll, Iowa, finds that the revised Credit Cards Policy No. 0312 is acceptable and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the attached revised Credit Cards Policy No. 0312 is approved.

PASSED AND APPROVED this 13th day of March, 2017.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

_____
Eric P. Jensen, Mayor

Attest:

_____
Laura A. Schaefer, City Clerk

CITY OF CARROLL

POLICIES AND PROCEDURES MANUAL

Subject	Policy No.
Credit Cards	**0312**

Responsible Division(s), Office(s)	Related Policies & Procedures
All	

Effective/Revision Date	Approval(s)
09/13/04, 03/14/05, 08/24/15, XX/XX/XX	**Mike Pogge-Weaver**

Purpose: To establish a policy to regulate the use of credit cards and to establish procedures for the purpose of credit card charges.

Procedure:

1. The following positions are authorized to have a City credit card: City Manager, Finance Director/City Clerk, Police Chief, Public Works Director, Parks and Recreation Director, Building Department Director/Fire Chief, and Library Director. The City Manager shall determine the appropriate purchasing limit for each card, not to exceed $5,000 per card.

2. The Credit Cards will only be used for the following purposes unless otherwise approved by the City Council.

    a. Purchases requiring immediate payment where City is unable to issue a check for the purchase.
    b. Employee training/travel accommodations including lodging when applicable.
    c. On-line purchases requiring a credit card and no other payment or billing option is available.

3. It is the responsibility of the employee issued a credit card to keep the card and related account information in a safe location. Employees shall immediately report lost or stolen cards to the Finance Officer and City Manager. Misuse of City Credit Cards, failure to secure, or failure to report stolen or missing Credit Cards immediately upon discovering could result in disciplinary action toward employee and possible employment termination. Employees will be held responsible for any unauthorized purchases on the card while the card is in their possession. Employees would not be held responsible for any charges to the credit card after it has been reported missing or stolen.

4. All receipts will be turned into the Finance Officer so they can be attached to the monthly billing statement for reconciliation. If receipts are not turned in, the employee may be responsible for the charges.