

City of Foley
CREDIT CARD USAGE POLICY

May 21, 2008

Revised, May 26, 2023

PURPOSE

It is the purpose of this policy to ensure that credit cards issued to City personnel are used properly. It is the intent of the City to allow the use of credit cards in order to: alleviate the need for an agent of the City to obtain a large monetary advance prior to making an out-of-town trip on behalf of the City; ~~decrease~~ reimbursements to agents of the City for out-of-pocket expenditure made for the City, ~~allow agents for the City to obtain goods and services only available by on-line credit card purchase~~; and to more efficiently monitor such expenses by the itemized statements received each month.

ISSUANCE OF CREDIT CARDS

The Finance Division will assign ~~to the City Administrator and Executive Directors~~, Department Heads, ~~or their designees~~, a credit card(s) on a permanent basis. It shall be the responsibility of those assigned a permanent credit card to maintain an issuance log, along with all ~~itemized~~ receipts associated with usage of the assigned credit card. ~~Credit card expenditures, along with the original receipts, are to be reported to the Finance Division on the appropriate form as soon as the agent returns from travel or completes the intended transactions for the credit card. Finance will maintain a record of authorized distributions and transactions. Department Heads will provide Finance with a copy of their credit card usage log, on a monthly basis, to verify monthly issuance. In the case where multiple cards are needed for simultaneous Departmental trips, the Finance Division will distribute additional credit cards to agents of the City having had travel properly approved per the City's Travel Policy at the Supervisors request.~~

USE OF CREDIT CARDS

It is the responsibility of the ~~Executive Director or~~ Department Head, ~~City Administrator or Mayor~~ to see that the credit cards are used for the purpose of:

1. Attending training courses, conferences, seminars, or business meetings that have been appropriately approved. When attending any of the above, the credit card should be used only as the situation deems necessary. Hotel arrangements, event registrations, and other expenses that require a credit card to secure a reservation are permitted; however, if time allows, a check will be issued in advance for payment from the Travel ~~Request Authorization~~ Form. In the case of online airline ticket purchases, registration fees, etc., a copy of the online receipt should be forwarded to Accounts Payable which clearly states that this amount was charged to the credit card and is not payable to the company from which the item was purchased.

2. For emergency purposes that might arise. **Refer to the City Purchasing Policy for the definition of emergency.**
3. Purchasing materials, supplies, etc. for the City, in accordance with the City's Purchasing/Purchase Order Policy, which would otherwise require the City to reimburse the agent **EXCEPT** when the purchase can be made by check or store credit card (ex. Wal-Mart, Office Depot, etc.). In the case of on-line credit card purchases, a copy of the online receipt should be presented to Accounts Payable which clearly states that this amount was charged to the credit card and is not payable to the company from which the item was purchased.

ACCOUNTABILITY AND REQUIREMENTS FOR USE

The following are guidelines for proper use of a credit card by an agent of the City:

1. ~~When using a credit card, be sure to keep all receipts. Original itemized receipts are to be turned into the Finance Division in order to verify them with the monthly statement. Receipts are to be submitted to Accounts Payable within 3 business days for routine purchases, or 5 business days after returning from travel. Accounts Payable staff should be made aware of any issues with submittal of timely receipts.~~ If proper **itemized** receipts are not turned in, the charges shall be the personal liability of the individual in possession of the card when the charge was made.
2. Using the credit card for personal use while on City business will be grounds for disciplinary action and/or dismissal in accordance with the City's Personnel Systems Policy (PSP). Unauthorized expenditures made by an agent must be reimbursed to the City. In the case of conventions that include spouses, the employee will reimburse the City for spouse's meals and/or any other spousal related expenditures.
3. An employee who has possession of a credit card may not give the credit card to another employee without the approval of the Department Head. Credit cards shall be returned to the Department Head, **or their designee**, as soon as the agent returns from travel or completes the intended transactions for which the card was distributed. Issuance logs will be maintained by all departments permanently assigned credit cards and a copy of this log will be submitted to the Finance Division at the end of each month. If no charges were incurred during the month, it should be noted as such on the form. Department Heads who are permanently assigned a card(s) will be held responsible for authorizing use of credit card(s) not in compliance with the City's Purchasing Policy or for purchases that could have been made by issuance of a check.

CREDIT CARD LIMIT

~~In order to prevent overage charges, if the Department Head foresees that the credit card limit may be exceeded due to extenuating circumstances, it is the Department Head's responsibility to notify the Finance Division as soon as possible so arrangements may be made for a temporary increase to the card's limit.~~ **In January of each year, the City Administrator will give Directors the opportunity to increase the number of cards issued and card limits via resolution of the City Council.**