

Effective Date: 12/1/2014

POL-XXX.XX

**CITY OF FORKS
POLICY
CREDIT CARD USE**

Cancels: New

See Also: Employee Expenses & Reimbursements

References: RCW 42.24.115, 43.09.2855, FMC 3.65

Mayor's Approval:

Dom

Date: 11/29/14

Introduction

The City of Forks recognizes that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs and increase efficiency. The City also recognizes credit cards to be an appropriate and useful means of making payment for a variety of types of purchases; some examples may include travel expenses, departmental supplies, subscriptions, on-line purchases and recurring vendor payments (where appropriate).

The Clerk/Treasurer shall implement and administer the following policies related to the use of credit cards by City officials and employees.

Distribution

City credit cards may be directly issued to those City officials and employees who, in the opinion of their Department Head and the Clerk/Treasurer, have job responsibilities, which could be more easily facilitated by the use of a credit card, and the credit card use, would benefit the City. Some departments may also be issued a department credit card which could be used as necessary by various individuals within their department for pre-approved transactions.

Upon issuance of a credit card, employees shall sign a "City of Forks Credit Card User Agreement" included as Attachment A to this policy.

Authorization and Control

Credit card transactions shall comply with the City's purchasing and contracting guidelines, City Code and all applicable state and federal regulations. The Clerk/Treasurer will be the responsible authority for designating a City Credit Card Administrator who will set up and maintain each employee/department credit card account with the banking entity.

The designated City Credit Card Administrator will be responsible for the overall administration of the credit card program by reviewing, reporting and coordinating all aspects of the program. This administrator will act as the liaison between the banking entity and the individual credit card holders.

The City Credit Card Administrator will be the custodian of department credit cards and will maintain a log for checking out/in such cards.

Credit Limits

The "City of Forks Credit Card User Agreement" shall specify the employee's single-purchase transaction limit and their monthly transaction maximum limit as determined by the Clerk/Treasurer after consultation with the Department Head. No credit limit shall exceed \$5,000 for any individual credit card.

Disallowed Charges

The following uses are not authorized credit card purchases:

- Items or services for personal use
- Capital equipment
- Cash advances
- Alcoholic beverages
- Fuel for privately owned vehicles
- Charges made outside of employee's approval authority
- Purchases restricted by other policies and guidelines

No employee shall use the City issued credit card for non-City business or personal use. Any employee using a City issued credit card for non-City business or personal use may be subject to disciplinary action and shall be billed by the City for all such unauthorized charges. Disallowed charges, or charges not properly identified, will be paid by the employee before the credit card billing is due. The City may withhold any amounts from funds owed to the employee in default.

Any employee with a demonstrated history of charge card defaults may be barred from using City credit cards by the Mayor, Clerk/Treasurer or Department Head, as appropriate.

Receipt of Goods and Services

The cardholder is responsible for ensuring the receipt of goods and services as ordered and any follow-up with the vendor to resolve delivery problems, discrepancies or damaged goods. Should any item need to be returned to the vendor, the cardholder will follow the vendor return policy and be responsible to ensure that proper credit is posted for said return.

Documentation

Employees incurring expenses with a City credit card are responsible for providing detailed documentation to the City Credit Card Administrator in a timely manner. If a receipt is lost, it is the responsibility of the user to contact the vendor and request a replacement receipt or an Affidavit of Lost Receipt must be provided.

Documentation is to include an itemized receipt signed by the employee with an explanation of the charge and if applicable, a packing slip indicating receipt of goods. In the event that a credit

card is used to purchase food or beverages for a meeting, the "Meeting Information for Food & Beverage Expense" form must accompany the itemized receipt. See Attachment B. The meeting must be for the primary purpose of dissemination of technical information and must meet all other criteria contained in the "Employee Expenses & Reimbursement Policy".

Employees who have not submitted appropriate credit card documentation in a timely manner may have their credit card use temporarily suspended until documentation is received. Continual offenders may have their credit card cancelled at the discretion of the Department Head and Clerk/Treasurer.

Payment of Bills

The City Credit Card Administrator will reconcile the monthly billing statement with the itemized receipts. A summary of transactions per employee will be forwarded to the Department Head for review, expense account coding and approval. Charges by Department Heads will be forwarded to the Mayor for review and approval.

Card Security

The City credit cards should be kept in a secured location. Cards issued to individual employees are to be used only by that employee. They are not to be lent to another person. Department credit cards should be secured when not in use and should only be accessible by the City Credit Card Administrator or Clerk/Treasurer.

It is the responsibility of the cardholder to immediately report a lost or stolen city credit card. Credit cards are to be returned to the City immediately upon leaving City employment.

**CITY OF FORKS
CREDIT CARD USER AGREEMENT/
PROCUREMENT CARD PROGRAM
CARDHOLDER'S AGREEMENT**

The City of Forks is pleased to present you with this Procurement Card (ProCard). This Card represents the City's trust in you and your empowerment as a responsible agent to safeguard and protect City assets.

I, _____, acknowledge receipt of the City's VISA Procurement Card No. _____ and the City of Forks Procurement Card Procedures.

As a Cardholder, I have read and agree to comply with the terms and conditions of this Agreement, including the City's Procurement Card Procedures. I understand that the City of Forks is liable to U.S. Bank for all charges made on behalf of the City.

I agree to use this ProCard for City approved purchases only and agree not to charge or permit personal purchases on the ProCard. I understand and agree that in the event any unauthorized purchases are made with this ProCard, the City may, without further authorization from me, withhold and deduct such unauthorized purchase amounts from my paycheck; provided, however, that the City will not withhold and deduct any amount for purchases that were made in the good faith belief that such purchases were or would be authorized.

I understand that the ProCard Manager or designee will review the monthly Official Statement summary for this ProCard to ensure compliance with City of Forks Procurement Card Procedures and report any discrepancies.

I further understand that unauthorized and/or inappropriate ProCard use may result in revocation of the ProCard and cancellation of the account. Any fraudulent or other illegal acts may result in additional consequences.

I understand that the City may terminate my right to use this ProCard at any time for any reason. I agree to surrender the ProCard to the City immediately upon request or upon termination of my employment.

I have been notified and understand that the single purchase transaction limit on this ProCard is \$_____ and the monthly total transaction maximum is \$_____.

I understand that each time I use this ProCard I am adhering to the following statement:

"I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment had been received by me on account thereof."

CARDHOLDER:

Signature: _____

Date: _____

Print Name: _____

Phone #: _____

Department: _____

Acct. #: _____

E-Mail: _____

**CITY OF FORKS
MEETING INFORMATION
FOR FOOD & BEVERAGE EXPENSE**

Date: _____ Start Time: _____ End Time: _____

Location: _____

Purpose: _____

Attendees:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
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20. _____

Department Head Approval: _____