THE CITY OF LAKE FOREST **Administrative Directive 3-3**
Office of the City Manager **May 2020**

Credit Card Policy

1.0 Purpose:

1.1 To establish written rules and procedures for obtaining credit cards and paying the monthly statements so as to ensure proper use of the credit card.

2.0 Scope:

2.1 To inform appropriate City personnel of policy regarding credit cards.

3.0 Policy:

3.1 Obtaining a Credit Card:

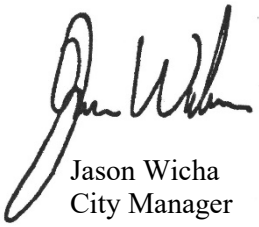
a) Department head submits a written request for a credit card and the amount of the credit limit to the City Manager.
b) Department Head submits a written request for an increase in the credit limit to the City Manager.
c) If the request is approved, the Finance Department sends attached Acknowledgment of Responsibilities and the New Account Information Record to the employee for signature.
d) Both documents are returned to the Finance Director.
e) Finance Department adds cardholder and credit limit via online portal.
f) Cardholder provides copy of credit card to Finance Department upon receipt.
g) Finance Department sends 1 photocopy of the credit card to the Human Resources Department to be placed in the individual's personnel file.
h) Department should keep a copy of the signed documents for their records.

3.2 Requirements for Use of a Credit Card:

a) Refer to the Acknowledgment of Responsibilities document for the policies and procedures regarding the use of the credit card and paying for the credit card purchases.
b) Refer to Administrative Directive 1-11 to ensure credit card usage complies with the City's Authorized Expenses Policy.

4.0 Distribution:

4.1 Human Resources website: www.citylf.org.



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City Manager

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