

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:

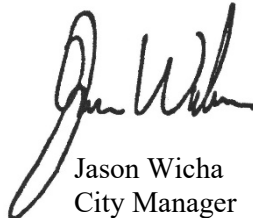
- a) Department head submits a written request for a credit card and the amount of the credit limit to the City Manager.
- b) Department Head submits a written request for an increase in the credit limit to the City Manager.
- c) If the request is approved, the Finance Department sends attached Acknowledgment 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.

4.0 Distribution:

- 4.1 Human Resources website: www.citylf.org.



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City Manager