

CITY CREDIT CARD POLICY AND PROCEDURES

1.0 PURPOSE:

To Authorize the City's Policy on use of City credit cards to transact official City business.

2.0 GROUPS AFFECTED:

Mayor, City Administrator, Deputy City Administrator and Department Heads

3.0 REFERENCES:

I.A.M. 301-01 (repealed), Resolution #_____, RCW 43.09.2855

4.0 POLICY:

A. The City Council has authorized the City Administrator to implement procedures for the use of City credit cards for the following uses:

- Travel – Credit cards may be used by the above assigned individuals (section 2.0) for official business – related expenditures for hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency City vehicle repairs, and other travel related expenses as authorized by the Mayor or City Administrator. In addition the assigned individual may use the City credit card for conference and class registrations. Out-of-State travel and Out-of-State registrations require the Mayor's pre-approval.
- Purchases – The assigned credit cards may be used for ordering supplies, including on-line purchases, under \$1,000 for City purposes, when pre-approved by the department head.
- Credit Limit – The credit limit for each assigned City credit card shall be \$2,000.
- City credit cards shall not be used for cash advances or personal purchases.

5.0 PROCEDURES:

AUTHORIZATION: All credit card expenditures are contingent upon the City Administrator's approval of the monthly statement of transactions. If an expenditure is deemed inappropriate, the assigned credit card holder will be responsible for reimbursing the City.

RECEIPTS/VERIFICATION: Receipts must be obtained for each credit card transaction. The purpose of the charge and the name of the individual involved must be clearly written on the receipt. Receipts are to be saved and retained by the assigned individual, or designee. Each assigned individual will be provided with a monthly transaction summary (original or copy) by the Finance Department, and within five days, will:

- verify all credit card expenditures against the monthly transaction summary;
- sign the transaction summary;
- attach corresponding City credit card receipts and corresponding detail receipts which show exactly what was being purchased;
- and forward to the City Administrator for approval.

CONTROL:

- A. The assigned individual is responsible for contacting the vendor when supplies purchased with the credit card are not acceptable (incorrect order, damaged, etc.) and for arranging a return for credit or exchange.
- B. The Finance Director is responsible for administration of the cards to include, but not limited to; selection of card provider, payment of credit card bills, managing the issuance of cards, and ensuring proper use.
- C. The City Administrator will disallow use of the assigned City credit card for violation or misuse of the credit card in accordance with this policy.
- D. Any exceptions to this policy, must be approved in advance by the City Administrator.
- E. Assigned individuals will sign a Credit Card User Agreement, see Attachment A, before they are eligible to use it.
- F. Credit cards are to be returned to the City immediately upon ending employment with the City.

ATTACHMENT A
CREDIT CARD USER AGREEMENT

I, _____, as an employee of the City of Issaquah accept personal responsibility for the safeguard and proper use of City credit card # _____, which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

- Credit cards are to be used solely for travel related business expenses (within and outside the City), and conference/class registrations incurred by the assigned individual only.
- Credit cards may be used for purchasing department supplies up to \$1,000 only if prior approved by the assigned card holder (Department Head).

I have read and understand the credit card policies and procedures.

I understand the City Administrator will disallow my use of a City credit card for violation or misuse of the credit card and/or credit card policies and procedures.

I understand that each time I use, or authorize the use thereof, that 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."

I understand that I will be held personally liable for any inappropriate charges I incur to the City credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

The undersigned individual has read and understands the above statements.

_____ Date: _____

RESOLUTION NO. 2006-07

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ISSAQUAH, WASHINGTON, ESTABLISHING CITY CREDIT
CARD POLICIES**

WHEREAS, it is beneficial for the City of Issaquah to have written and adopted City credit card policies; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISSAQUAH,
WASHINGTON, AS FOLLOWS:

Section 1. The Issaquah City Council hereby establishes and adopts City credit card policies which are attached hereto as Resolution Exhibit A and incorporated herein by this reference.

PASSED by the City Council this 5th day of June, 2006.

APPROVED:

DAVID KAPPLER, COUNCIL PRESIDENT

APPROVED by the Mayor this 6th day of June, 2006.

AVA FRISINGER, MAYOR

FILED this 7th day of June, 2006.

ATTEST:

CHRISTINE L. EGGERS, CITY CLERK

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY