

# CITY OF ESSEXVILLE

## CREDIT CARD POLICY & PROCEDURES

### **Authority**

The City Manager is designated to be responsible for the City of Essexville's credit card issuance, accounting, monitoring, retrieval, and for general oversight of compliance with this Credit Card Use Policy.

### **Responsibility**

Only those who are authorized and who have signed the Credit Card User Agreement may use City credit cards. Credit cards shall only be used to purchase goods or services for the official business of the City of Essexville.

All authorized users of City credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase and the official business for which it was purchased.

Authorized employees issued a credit card are responsible for its protection and custody and shall immediately notify the City Manager if the credit card is lost or stolen.

Employees issued City credit cards shall return the credit card immediately upon termination of his or her employment or service with the City of Essexville.

### **Internal Accounting Controls**

A current list of all credit cards, authorized users, and credit limits shall be kept on file.

The Department Head for the Department wherein the credit card purchase was made shall review and approve all invoices received for payment prior to the submission to the City Council for approval for payment. The balance including interest due on an extension of credit, under the credit card arrangement shall be paid within sixty (60) days of the initial statement date.

The total combined authorized credit limit of all credit cards issued by the City of Essexville shall not exceed five (5) percent of the total budget for the current fiscal year.

Any employee or elected official of the City of Essexville who violates the provisions of this policy shall be subject to dismissal and appropriate criminal and/or civil action.

**CITY OF ESSEXVILLE**  
**Credit Card User Agreement**

Requirements for use of credit card:

1. The credit card is to be used only to make purchases for the legitimate business of the City of Essexville.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy and Procedures established by the City of Essexville.

Violation of these requirements will result in disciplinary measures up to and including dismissal, appropriate criminal and/or civil action.

**I have read and understand the City of Essexville's Credit Card Policy and Procedures and I agree to adhere to them.**

---

Signature

---

Date