

CITY OF MANISTIQUE
Credit Card Policies and Procedures

Approval

Prior approval shall be obtained from the City Manager before any use of the City credit cards. Requests for approval should be submitted in writing to the City Manager's office. In those cases where approval has been granted for out of town travel, no further authorization is required.

Types of Purchases

The acquisition of a City credit card is designed to assist in those purchasing situations where the use of checks/cash is not available or is inconvenient; the credit card should not be used as a replacement for the purchase order/check process when that avenue is available.

Qualifying credit card uses would include, but not necessarily be limited to:

Hotel/Motel reservations

Travel expenditures, including meals, lodging and gasoline for City vehicles

Purchases requiring a credit card or advance payment

Under no circumstances should credit cards be used for:

Cash Advances

Personal Use (circumstances may arise where a hotel or meal in conjunction with City activities contains a small personal use charge, such as movies or liquor - these must be repaid at the time receipts are turned in)

Tax Exemption

You must notify the vendor that your credit card transaction should be tax exempt for goods and services purchases. The City Clerk's office has forms which can be used when the vendor requests documentation for tax or audit purposes.

Credit Card Security

The credit card should always be treated with a level of care that will ensure security for the card and the account number. The account number should not be written down or posted to keep it handy. Cards will be stored and tracked in the City Manager's office; they should be returned to this location as soon after use as is reasonably possible. If the

card is lost or stolen, the City Manager's office should be immediately notified.

Transaction Procedure

After obtaining written permission from the City Manager, the credit card will be released to the authorized individual. When performing transactions, tell the vendor that you will be paying with a credit card. Transactions made in person will utilize the card; phone transactions will require that you give them the card number and expiration date. *All receipts and credit card slips shall be secured and returned to the City Clerk's office when the card is returned, accompanied by a summary of charges and the account numbers to which the transactions should be recorded.*

If you experience denials when trying to use the City credit card, you should contact the City Manager's office immediately.

Upon receipt of the monthly statement, the Clerk will obtain the receipts and ensure that all transactions have been properly documented. Once the payment has been coded, the statement will be sent to the department heads of all individuals recording transactions for their final review and payment. This final step will be processed as expeditiously as possible, to help ensure that no finance charges are incurred.

Departments having employees who fail to follow the above procedures shall, at a minimum, be denied future use of the credit cards.