



# City of Longview Polices, Procedures and Guidelines

Policy Name: <b>Using City Credit Cards</b>		Effective Date: 3/15/00
Supercedes: 4/16/97	Originating Office: Finance	Approved by:

## PURPOSE OF THIS POLICY:

To establish guidelines and procedures in accordance with City Council resolution #1647 for the legal and appropriate use of city issued credit cards by City employees. This policy incorporates Resolution 1647 dated 7/23/98 and is entitled "City Credit Card Use."

## DEPARTMENTS AFFECTED:

All.

## DEFINITIONS:

NA.

## POLICY/PROCEDURE:

Pursuit to [RCW 42.24.115](#), credit cards obtained from Bank of America or American Express, known as VISA and/or MasterCard credit cards, and American Express Corporate credit cards, may be issued at the direction of the City Manager to designated officers and employees of the City. Such credit cards may be used only for City expenses relating to travel and for the purpose of effecting official governmental purchases and acquisitions.

### Guidelines:

The Finance Director shall issue City credit cards in the name of those officers and employees of the City approved by the City Manager. City credit cards may also be issued in the name of a City department and in the quantity requested by the department head.

Such credit cards may be used for City expenses related to travel and business expenses already authorized by other City resolutions for City officers and employees, and for purchase or acquisition of materials, property and/or services not available through the City's normal purchasing methods, or which can be obtained more cost-effectively through the use of such credit cards.

Credit cards for departmental use shall each have a credit limit of no more than \$4,000.

Department heads shall ensure proper credit card usage, timely bank statement reconciliation, and retention of transaction documents for audit purposes.

Credit cards and their numbers shall be protected against loss, theft and unauthorized use.

Lost or stolen credit cards shall be reported immediately by the department head to the Finance Director.

City credits cards may NOT be used for the following purposes:

- 1) Cash advances
- 2) Purchases for personal use, except as incident to authorized City travel
- 3) The purchase of materials, property and/or services from a member of the officer's or employee's family
- 4) The purchase of materials, property and/or services restricted by current policies, guidelines or contractual agreements
- 5) The purchase of "long lead-time" materials, property and/or services where the City credit card account will be charged 60 days or more before the receipt of the materials, property and/or services

Please adhere to the following guidelines when purchasing via a credit card over the Internet:

- 1) All the same rules that apply to using City credit cards apply to purchases over the Internet.
- 2) Ensure that the Internet vendor is a legitimate vendor.
- 3) Make sure that the site is a secure site (usually indicated by a solid key in the lower toolbar). If not sure, contact Information Services before proceeding.
- 4) If there are no savings being realized by purchasing over the Internet, the item must be purchased through normal means on the outside.
- 5) Be sure to print documentation directly from your computer screen for transaction documentation, and request an email confirmation whenever possible.

**Procedures:**

All credit card balances shall be paid in full each month by the department head responsible in order to avoid interest and/or late penalty charges. Failure to do so may result in the loss of credit card privileges.

Within ten days following the billing date with reference to such credit cards, the department head shall submit to the Director of Finance a fully itemized expense voucher, together with receipts for the credit purchases made by the use of their department's card(s).

The Finance Department shall audit these vouchers. Any charges against such credit cards not properly documented, or not allowed, following an audit of travel expense vouchers, shall be paid to the City by the officer or employee incurring such expense, which payment shall be made prior to the payment due date shown on the statement relating to such credit card.

In the event that any such disallowed credit card charges shall not be paid as provided herein, the amount thereof, including any interest and/or penalties, shall be withheld from any funds due such officer or employee, including salary or wages, all in accordance with RCW 42.24.115.

**REFERENCES:**

Resolution 1647 dated 7/23/98

[RCW 42.24.115](#)