

ADMINISTRATIVE POLICY: 15-02
SUBJECT: Credit Cards
DATE ISSUED: March 25, 2015
DATE EFFECTIVE: March 25, 2015

APPROVED:



Jim Bennett, City Manager

SECTION ONE: PURPOSE

The purpose of this policy is to establish guidelines to be used for the management, control, and accountability of the issuance of City of Lewiston credit cards. The policy is meant to provide guidance into who, when, where and how credit cards are to be used.

SECTION TWO: ISSUANCE

Credit cards will be issued in the name of the City of Lewiston and Department. Each credit card will have a separate account number for control and accountability, with a limit set by the finance department.

SECTION THREE: CUSTODIAN

A custodian will be established in departments wishing to have control of maintaining their credit cards; otherwise, all credit cards will be in the custody of the finance department.

SECTION FOUR: SCOPE AND DEFINITION

All credit cards will be checked out as needed and a log will be maintained by credit card account number as to whom the card was checked out to, the date checked out, and the date to be returned.

Credit cards may be used as part of an authorized travel request for gasoline, car rental, registration, hotel, and emergency use only. Users must be cognizant of the card limit and if any adjustments need to be made will contact the finance department. Upon return from authorized travel, the credit card and all receipts charged must be returned to the custodian. This must be done promptly for control and accountability.

Credit cards may also be used to make purchases from vendors who do not accept purchase orders or require prepayment. The purchasing Policy must be followed for all charges on the credit card – i.e. requisitions and purchase orders are required.

SECTION FIVE: ACCOUNTABILITY

Loss of a receipt will be the employee's responsibility to request and receive a duplicate receipt from the credit card company. Any costs in obtaining lost receipts will be the responsibility of the employee to pay. Credit card statements must be reconciled monthly before payment is processed. If a card is lost or stolen, it must be reported as soon as possible to the finance department so the card can be cancelled and a replacement card ordered if needed.

SECTION SIX: ENFORCEMENT

The responsibility for enforcement shall rest with Department Directors and Supervisors. A violation of this policy will result in the loss of credit card privileges.

Distribution:

City Attorney
Department Directors
Division Managers
Human Resources Manager
City Clerk