

City of Vassar

Credit Card Policy Resolution

At a regular meeting of the **Vassar City Council**, the following preamble and resolution was offered by Councilor Schell and was supported by Councilor DeLand:

WHEREAS, Public Act 266 of 1995 authorizes a City to be a party to a credit card arrangement if the City Council has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the **Vassar City Council** deems that it is in the best interest of the City to make certain City financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of city credit cards:

(a) The **City Treasurer** is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the City's credit card policy. The **City Manager** shall review all credit card statements and receipt copies prior to final payment approval.

(b) City credit cards may be used only by an officer or employee of the City for the purchase of goods or services for the official business of the city. The use of credit card is limited to the following circumstances: travel, meals and accommodations while on City business (excluding expenses incurred in operating a privately owned automobile) gas, oil and other necessary expenses incurred in operating a city-owned vehicle, and for securing purchases of items necessary for city operations which have been pre-approved or authorized by the **City Manager** and/or **City Council**.

(c) City officers and employees who use a city credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the **City Treasurer**. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the **City Treasurer** shall be notified immediately and shall immediately notify the entity issuing the lost or stolen credit card to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to **City Treasurer** upon termination of his or her employment or service with the city.

(f) The **City Treasurer** shall maintain a list of all credit cards owned by the city, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The **City Treasurer** shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the **City Manager** and the **City Manager** shall also review each credit card statement prior to payment.

(g) The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date.

(h) Officers and employees who use a City credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the **City Manager**:

- verbal counseling
- written reprimand
- suspension
- termination
- reimbursement to the City for unauthorized expenditures.

Upon a roll call vote the following voted

AYE: DeLand, Gawne, Germain, Stewart, Schell

NAY: None

The **Mayor** declared the **original** resolution adopted.

Attested by:

Tina Bacon City Clerk December 2, 2002

AMENDMENT to the Credit Card Policy Resolution as adopted on June 1, 2009 – Unanimous consent by Council to remove item (g) as listed below; and to incorporate this policy into the employee handbook

~~(g) The **Vassar City Council** shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.~~

AYE: Hembling, Hornung, Germain, Seney

NAY: None

ABSENT: Schell

Attested by:

Tina Bacon City Clerk June 1, 2009