



MEMORANDUM

Re: City Staff Credit Card and Gas Card Purchasing Policy

From: Finance Department

Purchasing Limits and Authorizations are listed below:

Employee Credit Card: # \_\_\_\_\_ \$ \_\_\_\_\_ limit per City's policy. Prior authorizations from City Manager, Treasurer or Immediate Supervisor required for purchases over \$100.00.

Employee Gas Card: # \_\_\_\_\_

Please **TAPE** each receipt to a full-size sheet of paper or copy onto a full sheet of paper for filing if it is not already on letter copy paper. On the paper indicate what the purchase was for (example: water, sewer, General fund) and turn in the paperwork by the **25<sup>th</sup> of each month.**

For the WEX Bank/Shell gas cards please turn in your paperwork to your supervisor for review along with the fuel log prior to the 25<sup>th</sup> of each month. The Supervisor will approve and submit to the **Accounts Payable/Claims** staff mailbox for review and processing by the 25<sup>th</sup> of each month.

For Bank of America Credit Cards please submit the letter sized receipt/copy to the **Accounts Payable/Claims** staff mailbox for review and processing by the 25<sup>th</sup> of each month.

If unauthorized purchases are made, disciplinary action will be taken, up to any of the following:

- A. You may be financially responsible for said unauthorized purchase,
- B. You may have your credit card privileges revoked and/or,
- C. Your employment terminated as this would fall under "misuse of public funds and/or fraud."

Please contact your supervisor if you have any questions or need further clarification.

Acknowledgement of receipt and understanding of policy and consequences:

Supervisor's Authorizing Signature: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Credit Card Purchasing Agreement/FIN/8/HR/Credit Card Purchasing Agreement