


CITY OF BLOOMFIELD

Staff Summary

**** ACTION ITEM****

Council Meeting of: August 6, 2020

Prepared By: Andrew Morris, City Administrator



Department: Administration

Department Head: Andrew Morris, City Administrator

City Administrator Approval: Andrew Morris, City Administrator

AGENDA TITLE: Credit Card Policy

****Public hearing required if this line is checked.****

DISCUSSION: As a component of our regular audit from Anderson Larkin, they recommended the City adopt a policy for the use of city credit cards. I gave Heather a summary of sample policies, and created the attached document.

RECOMMENDATION: Approve and adopt City credit card policy.

Source of Funds: N.A.

Budgeted Item:N.A.

Budget Amendment Needed: N.A.

City of Bloomfield Credit Card Policy

The following are the guidelines for the issuance and usage of credit cards in the name of the City of Bloomfield, Iowa:

1. The credit limit will not exceed \$7,500. The credit card may be used for the purchase of the following only:

- a. Purchases requiring immediate payment where City is unable to issue a check for the purchase;
- b. Meal expenses when on City business, if no per diem for food during the City business has been or will be issued;
- c. Employee training and/or travel expenses including lodging when applicable;
- d. On-line purchases requiring a credit card and no other payment or billing option is available (subject to prior approval for non-budgeted items); and
- e. Gas expenses when on City business.

2. The credit card shall not be used for any of the following:

- a. Cash advances;
- b. Purchase of alcoholic beverages;
- c. Travel expenses related to spouse or other non-covered employees;
- d. Entertainment expenses (including but not limited to video rentals); or
- e. Any items for personal use (other than travel related expenses, meals, and gas as specified herein).

3. The only authorized users of the credit cards will be department heads, City Administrator, the Clerk, and the finance officer. The employee issued the card is responsible for its protection and custody and shall immediately notify City Hall/City Administrator and the credit card company if the card is lost or stolen.

4. The employee using the credit card must submit receipts, documentation detailing the goods or services purchased, cost, date of purchase and official business explanation thereof within 72 hours (unless an explanation is submitted explaining why it was not submitted within 72 hours). Regardless said receipt and documentation must be submitted to the City Hall in a timely manner to reconcile against the monthly credit card statement. Failure to do so may result in termination of the ability to use the credit card and disciplinary action against the employee and possible employee termination.

5. Misuse of City Credit Cards, failure to follow the credit card policy, failure to secure or failure to report stolen or missing Credit Cards immediately upon discovering, could

result in disciplinary action towards the employee and possible employment termination. Employees may be held responsible for any unauthorized purchases on the card while the card is in his or her possession. Employees would not be held responsible for any charges to the credit card after it has been reported missing or stolen. The City may revoke the credit card privileges of any user at any time.

Adopted by Resolution _____ on this _____ by the City Council of the City of Bloomfield, Iowa.

Dan Wiegand, Mayor

Attest: _____

Sandy Jones, City Clerk

ACKNOWLEDGEMENT OF RECEIPT OF CREDIT CARD POLICY AND AGREEMENT TO FOLLOW SAID POLICY.

I acknowledge that I have received and reviewed the credit card policy for the City of Bloomfield, Iowa, adopted by the City in Resolution _____. I understand the terms of the agreement and will abide by what is set forth. In the event that my employment is terminated in anyway or suspended in anyway, the cards will be returned to the City of Bloomfield immediately.

_____, the _____ for the

City of Bloomfield, Iowa

(Each user shall sign before issuance and use)