



## City of Fort Bragg

### Administrative Regulation No. C-3

#### CREDIT CARD USE POLICY

##### I. OBJECTIVE

The objective of this Administrative Regulation is to establish policy and procedure for the use of City credit cards. The City issues credit cards to facilitate certain minor purchases such as gasoline for City vehicles, internet purchases requiring credit card accounts, authorized out of town travel costs, and emergencies. Credit cards are an alternative to normal purchasing procedures and should be used only in warranted circumstances.

##### II. PROCEDURES

1. Municipal Code Section 3.20.050, **Purchase orders and credit cards**, states:  
*"Purchases of less than five hundred dollars may be charged to City credit card accounts without a purchase order provided the City Manager, or designee, has approved, on the requisition or travel authorization form, the use of the credit card in advance of the charges."*
2. Employees should indicate requested use of City credit cards when submitting normal requisition or travel authorization forms and shall only use City credit cards to the extent authorized by the City Manager or designee.
3. Employees shall obtain and submit to the Finance Department a user copy of the charge receipt with the monthly credit card statement, including account coding, with the exception of gasoline charges made for City vehicles which shall be reported to the Public Works Director or Police Chief as appropriate. Telephone and internet charges shall be documented with a charge receipt/confirmation submitted to the Finance Department with the monthly credit card statement.
4. Employees may use personal credit card accounts for City purchases and submit documentation for reimbursement to the Finance Department.
5. Applications for new or renewed City credit card accounts, additions of new signature authority, increases of credit authority and similar changes shall be authorized only by the City Manager or Finance Director.
6. To the extent feasible, all City credit card accounts shall be issued only to designated employees with signature authority and such individuals shall be personally responsible for full and timely coding of all charges on their accounts including any fees, penalties and interest.
7. City credit card accounts issued for general departmental use such as gasoline cards for Public Works and Police vehicles shall be the responsibility of the particular Department Manager.
8. Improper, undocumented, untimely, and over budget charges may be subject to collection from the responsible employee.

##### III. RESPONSIBILITY

1. The City Manager, or designee, shall be responsible for approving use of credit cards for normal requisitions or travel.
2. The City Manager or Finance Director shall be responsible for authorizing applications for new or renewed City credit card accounts, additions of new signature authority, and increases of credit authority and similar changes.
3. Department Managers shall be responsible for general department use of gasoline cards.

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4. The Finance Department shall be responsible for reimbursement of personal credit card charges for City purchases.

IV. DEFINITIONS

1. "Credit card account" means any credit facility offering plastic charge cards including VISA, MASTERCARD, DISCOVERY, AMERICAN EXPRESS, petroleum company "gas cards", corporate purchasing cards such as SEARS, and any similar cards issued in the name of the City of Fort Bragg.

Approved by City Manager	<u>Linda Ruffing</u> (Signature)	<u>2.1.07</u> (Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff		<u>Feb 2007</u> (Date)