

City Issued Credit Card Policy

Employee Receipt Form

Title: ***CITY ISSUED CREDIT CARD***

Department Directors may be issued credit cards to carry with them for all necessary purchases. They may also direct their assistants to carry the cards for travel, on-line registrations, or emergency purchases.

All other employee credit cards will be held by the Director of Finance, until the time the card is needed by the employee. These cards will be “checked out” from the finance office, and returned after each use. These employee cards will mainly be used for travel and training purposes, but may occasionally be used for emergency purchases as deemed necessary by the department director.

If an employee is issued a City credit card for travel purposes, the employee will be responsible for all unapproved purchases.

All supporting **detail** documentation or receipts **must** accompany the credit card statements, for payment approval.

Title: ***TRAVEL AND TRAINING POLICY***

Credit Cards

Employees that have been issued a City ***credit card*** are encouraged to use their card to pay for expenses such as registration fees, airfare, lodging, and other allowable expenses at establishments that accept credit card payments. If an employee does not have a ***credit card*** a supervisor or administrative assistant that has been issued a card, may make purchases such as airfare tickets on behalf of the traveling employee. The cardholder is then responsible for submitting the related receipts. **Cardholder’s are NOT allowed to give their card number to another individual.**

I have read the above City policies from the Standard Administrative Policy & Procedures Manual, and agree to the terms as written. I also agree to turn in all **detail** receipts to the Finance Department in a timely fashion to ensure the statements are paid on time with no late penalties.

By signing below, I acknowledge receipt of my City issued credit card:

Employee Signature

Employee Name

Date

Copy Front & Back of Credit Card Here