

RESOLUTION NO. 1232

RESOLUTION ADOPTING A POLICY REGARDING
USE OF CITY CREDIT CARDS

WHEREAS, the City of West Branch has authorized the use of credit cards; and

WHEREAS, the use of such credit cards should be limited.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of West Branch, Iowa:

SECTION 1: To allow City personnel access to efficient and alternative means of payment for approved purchases of goods or services for official business of the City of West Branch.

SECTION 2: That City authorized credit cards may be used while an employee is on official City business, including but not limited to the following uses:

- Travel
- Emergency City vehicle maintenance
- Gasoline expenses when on City business only, no car washes.
- Meal expense only – No alcohol, liquor or tobacco products of any type.
- Lodging – If at all possible, cost should be determined in advance for which the City will be direct billed or issue a check to cover lodging expense.
- On-line purchases requiring a credit card where no other payment or billing options are available.
- Purchases requiring immediate payment where the City is unable to issue a check for the purchase. Purchases require prior approval for non-budgeted items.

SECTION 3: The employee using the credit card must submit detailed receipts, documentation listing the goods or services purchased, cost, date of the purchase and the official business explanation. All receipts from credit card use must be turned into the City Office within 14 days of the charge. If receipts are not turned in within 14 days after the expense was incurred, the employee will be responsible for such expense. The credit card may not be used for cash advances or personal use.

SECTION 4: Internal Control Procedures.

- a) The City Administrator or Designee is the administrator of this policy and responsible for overseeing compliance. The City Administrator or Designee is hereby authorized to enter into an agreement with a financial institution to provide for the issuance of a credit card account.
- b) The Deputy City Clerk/Treasurer or Designee shall be responsible for the issuance and retrieval of the assigned credit cards to personnel. The Deputy City Clerk/Treasurer or Designee shall be responsible for the accounting and payment of

expenses and ensuring accuracy of the statement and that activity and account information is noted on the credit card statement. The Deputy City Clerk/Treasurer or Designee shall be responsible for compliance with the State of Iowa records retention requirements for safekeeping of statements and receipts for five years.

SECTION 5: Misuse of City Credit Cards, failure to secure or report stolen or missing Credit Cards immediately upon discovering, could result in disciplinary action toward the employee and possible employment termination. Employees may be held responsible for any unauthorized purchases on the card while in their possession. The City may revoke the credit card privileges of any employee at any time. Employees must immediately surrender the credit card upon termination of employment.

Passed and approved this 2nd day of September, 2014.



Mark Worrell, Mayor

ATTEST:



Matt Muckler, City Administrator/Clerk