

To: Honorable Mayor & City Council

From: Jill Shelton, City Secretary, Toni Kunz, City Administrator

Date: June 23, 2026

Agenda Item & Caption: 6.D. Discussion and possible action regarding City of Bandera issued credit cards, policies, transactions and supporting financial documentation.

Action Requested: None

Overview and Background:

- Credit Cards

Each employee in the following approved positions may be issued their own City of Bandera credit card in their name.

- City Administrator
- City Secretary
- City Marshall
- Director of Department of Public Works

- Fleet Cards

Each vehicle fleet vehicle in the Public Works and the City Marshals departments have an assigned fleet card to purchase fuel. At the time of refueling, the fleet card is entered into the pump, mileage of vehicle is entered into pump, and a personal PIN. The personal PIN is unique to the employee.

- City Marshal vehicles are equipped with a mobile data terminal (MDT) with the program CopSync, which assists with maintenance tracking. Each time they get fuel, they enter the vehicle mileage, amount of gas pumped and cost of fuel into the CopSync. This program tracks mileage and recommends maintenance tasks accordingly.

All credit card receipts are turned in to the City Treasurer in the finance department with an account code. The treasurer ensures the expense is charged to the correct department, project, etc based on the code on the receipt. If a receipt is not coded, the Treasurer works with the employee to determine accurate accounting of the expense receipt. Similar to all invoices and receipts, expenses are incurred, assigned to cost account expense, entered into the accounting system and paid accordingly, such as individual check, or automatic payment. When credit card statements are received. Each entry on the card is accounted for before the payment of the credit card statement is issued.

Considerations:

- Update existing Credit Card Policy (adopted 6.13.23) to be a Credit Card Handling and Processing Policy for all scenarios within the day-to-day City of Bandera operations. This policy may include the following points:

Purpose: State the purpose of this policy, such as to outline the guidelines and procedures for the use of company-issued credit cards by employees.

Eligibility: Clearly identify the positions eligible but that the authorization must be by their department head or manager are eligible, and include exception circumstances or authorization, to receive a company credit card.

Card Usage: Employees are only permitted to use the company credit card for business-related expenses. Personal expenses are strictly prohibited.

Documentation: All expenses charged to the company credit card must be accompanied by receipts and a detailed explanation of the expense. Failure to provide proper documentation may result in disciplinary action.

Limits: Each employee will have a set credit limit on their company credit card. Any requests for an increase in credit limit must be approved by the finance department.

Reporting: Employees are required to submit their credit card statements and receipts to the finance department on a monthly basis for reconciliation.

Lost or Stolen Cards: In the event that a company credit card is lost or stolen, the employee must report it immediately to the finance department. The employee will not be held responsible for unauthorized charges if the card is reported promptly.

Compliance: Employees are expected to comply with this policy at all times. Violations of the policy may result in the revocation of the company credit card and disciplinary action.

Acknowledgement: Signed by each employee issued a credit or fleet card, a statement such as “By accepting a company credit card, employees acknowledge that they have read and understood this policy and agree to abide by its terms and conditions.”

- Include or create a separate Expense Reimbursement Policy.

Supporting Documents:

- 2026_Jun_23_6D_Credit Card Policy-Adopted 6.13.23