

Chapter 2.46 - CREDIT CARDS FOR MUNICIPAL PURPOSES

2.46.010 - Purpose.

- A. Upon authorization of the City Council and upon the direction of the Mayor, the City may obtain credit cards which shall be held by the City Clerk-Treasurer in the City Safe, and shall be used under the authority of the Mayor, for the purpose of covering expenses incident to budgeted, authorized travel by members of the City Council, department heads, and City employees , and for the purpose of covering other budgeted, City-related expenses approved in advance by the Mayor for City employees, and by the City Council for members of the City Council and the Mayor.

- B. Such charge cards as may be obtained upon behalf of the City:
 - 1. May be used by City employees for advance payment of airline fares, lodging, registration fees, and tuition, as authorized by the Mayor, where such expenses have been included in the budget approved by the City Council.

 - 2. In the form of gasoline credit cards and travel cards may be temporarily carried by officers and employees of the City while traveling for authorized purposes, in City vehicles, when approved in advance by the Mayor for City employees, and by the City Council for members of the City Council.

 - 3. In the form of gasoline credit cards may be temporarily carried by employees of the City while operating City vehicles for authorized purposes during the ordinary course of departmental operations, when approved in advance by the Mayor. In such situations, the Mayor may authorize the Director of Public Works and Chief of Police to assign such cards to particular vehicles, rather than to particular employees.

(Ord. 654 § 1, 1998; Ord. XXX § 2, 2023)

2.46.020 - Receipts.

All credit card receipts and/or other documents identifying credit card expenditures incurred upon City credit cards shall be delivered to the Clerk-Treasurer upon such schedule and accompanied by such supporting data as may be required by the City Clerk-Treasurer.

(Ord. 654 § 2, 1998; Ord. XXX § 2, 2023)