



Credit Card Cardholder Responsibility Agreement

Cardholder Name: _____

Department/Title: _____

Last 4 digits of Card: _____

Spending Limit(s): Single-purchase \$_____; Monthly \$_____

Issue Date: ____ / ____ / ____

1) Purpose & Ownership

This card is issued to me solely for official City business. It remains the property of the City and may be revoked at any time. Unauthorized use may trigger restitution, discipline (up to termination), and possible criminal referral.

2) Montana Compliance

I will comply with Montana Department of Administration accounting/reporting rules, local government audit requirements, and public records retention rules.

3) Authorized & Prohibited Transactions

Authorized: Necessary, reasonable purchases for City operations.

Prohibited: Personal purchases, cash advances, gift cards, alcohol (unless authorized), split purchases, or any transaction contrary to law or policy.

4) Spending Limits & Merchant Controls

I will adhere to single-purchase and monthly limits. Temporary limit changes require written pre-approval.

5) Receipts, Documentation & Coding

I will retain itemized receipts that are required for every charge. I will submit receipts and purpose along with a balanced statement within 5 business days of receiving the statement. If I do not get an individual statement, I will submit receipts and purpose to my Department Head within 5 business days. I understand any lost receipts require affidavit and all records are public documents.

6) Sales/Use Tax & Exemptions

I will follow City and State guidance on sales/use tax and exemptions.

7) Travel & Training

I will comply with City travel policy, lodging and per diem caps, and any applicable State or grant limits.

8) Disputed Charges & Credits

I will promptly report erroneous/fraudulent charges. Vendor credits must be returned to the City, not retained as store credit.

9) Security, Loss & Theft

I will safeguard the card and report lost or stolen cards immediately (within 24 hours). Department heads may charge the employee for the replacement cost, depending on the situation.

10) Reconciliation & Deadlines

I will reconcile and submit documentation by Finance deadlines. Unreconciled charges may be deemed personal.

11) Audits & Monitoring

I agree to periodic audits by Finance, external auditors, or State authorities.

12) Misuse, Restitution & Discipline

Unauthorized or personal use requires reimbursement and may result in revocation, discipline, and/or referral to law enforcement.

13) Employment Changes

I will return the card upon transfer, separation, or request, and ensure all transactions are reconciled.

14) Acknowledgment & Certification

By signing, I acknowledge receipt of this Agreement, City Credit Card Policy, and applicable Montana statutes and rules.

Cardholder Signature: _____ Date: ____ / ____ / ____

Department Head (or Designee): _____ Date: ____ / ____ / ____

Finance/Purchasing Approval: _____ Date: ____ / ____ / ____