

## CITY OF WILLOWICK

### City Credit Card Policies and Procedures

#### **Purpose:**

The City recognizes there are situations whereby a credit card is necessary to complete business transactions. This policy is established to assure the proper use of the City credit cards and intended to comply with the mandates of House Bill 312.

#### **Procedure:**

The City's credit cards are kept in the Finance Director's office along with a sign out sheet. The authorized employee (Mayor, Director or Chief) requesting the credit card must have an approved purchase order prior to receiving the credit card. The authorized employee will be required to sign the sheet with their name, date and purchase order number upon obtaining the card. After credit card usage, the card is to be returned immediately to the Finance Director or his/her designee with a receipt or invoice. The credit card must be returned to the Finance Director or his/her designee within seven days of signing out the card.

#### **Eligible Work-Related Uses:**

- a) Meal expenses that do **not** exceed the amounts allowed in the City's Travel Policy.
- b) Transportation reservations and expenses.
- c) Lodging expenses.
- d) Gasoline/oil expenses (City vehicles).
- e) Motor vehicle repair/maintenance expenses (City vehicles).
- f) Emergency material purchases with appropriate approvals and purchase order.
- g) Internet purchases that may not be readily available at a local supplier.

#### **Ineligible Uses:**

- a) Absolutely **no** personal use of the card is allowed.
- b) No purchase of alcoholic beverages.
- c) No cash withdrawal or advance.
- d) No sales tax. All expenditures made using the City credit card should be tax exempt from Ohio sales tax. Employees are responsible for informing vendors of the sales tax exemption.

#### **City Users and Credit Limits:**

- |                        |          |
|------------------------|----------|
| a) Finance Director    | \$5,000. |
| b) Mayor               | \$2,000. |
| c) Police Chief        | \$2,000. |
| d) Fire Chief          | \$2,000. |
| e) Service Director    | \$2,000. |
| f) Recreation Director | \$2,000. |

#### **Procedure for Credit Card Issuance, Reissuance and Cancellation:**

The Finance Director and the Payroll/Finance Officer are the only individuals authorized to request or cancel credit cards with the issuing bank/company. If the credit card is lost or there is any suspicion of fraudulent activity on an account it should be reported as soon as possible to the Finance Director for

notification to the issuing bank/company to prevent further use. Lost or stolen cards will be reviewed for reissuance based on circumstances.

**Penalty for Misuse of Credit Card:**

Violation of this policy may cause the suspension of any authorized use of the credit card by the City user. In addition, the violator may be subject to repayment of the purchase made contrary to this policy or any other legal actions as recommended by the City's Director of Law depending on the severity of the violation.

I acknowledge receipt of the City of Willowick Credit Card Usage Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date