

USE OF CITY CREDIT CARDS

PURPOSE: To provide a policy for the administration of City issued credit cards.

REGULATION:

1. Credit cards are issued to each department in the name of the City of Garden Grove and the card holder unless otherwise approved by the Finance Director. All credit card related requests are to go through the Purchasing Agent who will function as the Program Administrator.
2. Credit cards shall be released to employees for use on the authorization of the department director. Each department must maintain a log listing the date, time out, time in, employee name, estimated transaction amount, and vendor for each time the card is released.
3. Whenever possible, credit card purchases should be made with Garden Grove businesses to support the BiGG (Buy in Garden Grove) program.
4. Credit cards shall never be used for cash advances or personal transactions.
5. Credit cards are to be used for official business purposes only including but not limited to pre-approved travel, professional memberships, conferences, business related expenses, food/meals, and City and City Council sponsored events. Documentation for meals such as name of the event, those in attendance and purpose of the meal are required when submitting monthly statements for payment.
6. Use is limited to total transactions under \$500.00 except for allowable purchases identified within this policy.
7. Credit cards should not be used to purchase electronics, computers or related equipment that are not in the current fiscal year budget or without prior consent from the Information Technology Department Director or his/her designee. The proper purchasing process should be followed for these types of purchases.
8. Credit cards may be used when it is the only form of payment that is accepted by the merchant, for special purchases or small dollar transactions where purchasing policy requirements may not be cost effective or practical. Prior approval from the Program Administrator is required when the total transaction amount in Item six (6) will be exceeded for any of these reasons. The requesting party shall be responsible to provide quotes to support these special purchases and include the documentation with the monthly statement.
9. Card holders are responsible for reconciling their receipts to their statements and submitting the monthly statement along with all supporting documentation, including proper coding, within seven (7) days of the statement date for payment processing.

10. If a credit card is lost or stolen, it is the responsibility of the card holder to notify the bank and the Purchasing Division immediately to limit the City's responsibility for misuse of the credit card.
11. Disputes for unauthorized charges on credit cards are the responsibility of the card holder. The card holder should attempt to resolve the dispute with the merchant and the bank.
12. Card holders are responsible to surrender their credit card to the Purchasing Division upon separation of employment with the City. The card holder shall also be responsible to designate a staff member to reconcile and provide documentation of credit card charges in their absence, if necessary. The Program Administrator will be responsible for contacting the bank and cancelling the credit card.
13. Card holders are responsible to verify that sufficient credit is available prior to making purchases.
14. Credit cards issued to Public Safety for unforeseen events related to job duties shall be exempt from the total transaction limit set forth in Item six (6) only when used for events as approved by the Chief or his designee. Users are responsible for reconciling their receipts to their statements and providing proper documentation and coding.
15. Credit cards may be used for justifiable emergency situations. The card holder is responsible to track and report the charge(s) to the City Manager or his designee as soon as possible if prior approval cannot be obtained. Card holders are responsible for reconciling their receipts to their statements and providing proper coding and documentation of the emergency situation.
16. The Finance Director shall submit a summary of card usage, by card holder, to the City Manager for review on a monthly basis.
17. Use of credit cards for purchases outside of these guidelines, shall require prior approval from the City Manager or his designee.
18. Failure to follow this policy may result in the loss of credit card privileges.

December 1, 2015

Date



Scott C. Stiles
City Manager