



## CREDIT CARD POLICY CITY OF DOGWOOD

### **PURPOSE**

The purpose of this policy is to establish procedures for the administration of Town credit cards and to regulate their use.

### **SCOPE**

This policy applies to all Town departments, including all employees who are authorized and issued a Town credit card. This policy does not replace or circumvent procurement policies and procedures.

### **POLICY**

It is the policy of the Town of Dogwood that the Finance Department (Finance) shall be the primary department responsible for managing Town credit cards, including the sole authority to obtain credit cards on the Town's behalf. Finance shall oversee the accounts and maintain the list of authorized cardholders. The Town will make effort to limit the number of cards issued. A Department Head may submit a written request to become (or identify) an authorized cardholder to Finance that demonstrates clear need and explains why standing procurement procedures are not sufficient. No card may be issued without approval from the Finance Officer.

A cardholder must review and sign the Cardholder Agreement. Signed copies should be sent to Finance, as well as the Human Resources Department for inclusion in the cardholder's personnel file. The credit card limit is set by the Finance Officer.

### **Town Credit Card Use**

Town issued credit cards should only be used in the following situations:

- Emergencies that present a public safety hazard or threat
- A purchase order cannot be issued or cannot be paid through the routine accounts payable/procurement process
- As authorized by the Finance Officer or designee

All purchases shall comply with applicable Town policies and procurement procedures. Credit cards should not be used to circumvent routine procurement procedures and should only be used for official Town business. Under no circumstances shall a Town credit card be used for personal use or gain. Individuals or groups who conduct any personal business with a Town credit card will be subject to corrective action up to and including termination and/or criminal prosecution. Cash advances are strictly prohibited.



#### Documentation and Payment

At the time of a transaction, the cardholder shall obtain and retain an original, detailed transaction receipt. Lack of proper documentation or authorizations may result in loss of credit card privileges and/or personal liability. Securing missing receipts shall be the responsibility of the cardholder. The cardholder shall validate card charges monthly and reconcile to the card statement. Finance will prescribe a monthly validation and signoff process for each cardholder.

#### Lost, Stolen, or Compromised Cards

It is the responsibility of the cardholder make notifications in the event of a lost, stolen, or compromised card. A cardholder should immediately notify the Finance Office. A cardholder should notify the local Police Department after Finance if they believe criminal activity may have occurred.

#### Authorized Employee Termination

Upon termination of employment for any reason, an authorized cardholder must relinquish their credit card to the Finance Office at the time of separation and ensure the account is reconciled. The Human Resources Department should notify the Finance Office of a termination as soon as possible. The Finance Office will instruct the credit card issuer to deactivate the card. Any cardholder who uses a Town credit card fraudulently after termination shall be subject to legal action.

#### Audit

The Finance Office may conduct audits of card activity and related document management at any time. If necessary, the Finance Officer may suspend or terminate a cardholder's account.