

CITY OF TONKA BAY CREDIT CARD POLICY AND AGREEMENT

The purpose of this policy is to establish regulations for the authorization, use and control of City of Tonka Bay credit cards. Failure to comply with this policy may result in late fees and penalties charged to the cardholder through payroll deductions, suspension and/or revocation of credit card privileges at the discretion of the City Administrator or City Council, and termination.

- All purchases must be made subject to applicable State and Federal laws.
- All purchases must be for a public purpose and within the scope of the employee's duties or the employee's authorization to make business-related purchases. City Tonka Bay credit cards may not be used for personal use at any time.
- The credit card may not be used to purchase food or alcohol beverages. An employee may be reimbursed for business meals, excluding alcoholic beverages, with the proper receipts.
- Receipts, invoices, and purchase orders associated with all purchases must be turned into the Bookkeeper immediately after the purchase. The cardholder will resolve any discrepancies between receipts and credit card statements by either contacting the supplier or the issuing bank.
- The purchase document must show the name of the vendor, the description of the purchase and all other information needed to show compliance with any and all purchasing requirements. If the original supporting documentation is missing, an attestation or affidavit identifying how, where, and when the money was spent, signed by the authorized purchaser will suffice, although repeated use of this alternative documentation may result in any or all of the policy violation sanctions outlined above at the sole discretion of the City Administrator.
- The credit card may not be used to obtain cash advances, bank checks, traveler's checks, or electronic transfers.
- Before any purchase is made, the employee should verify that the funds are available to cover the expense.
- City of Tonka Bay credit cards should only be used by the employee named on the card. If the authorized holder of the credit card allows another employee to use the card, the employee named on the card is responsible for ensuring the appropriate use and compliance with all applicable laws and policies.
- If the credit card is lost or stolen, the authorized cardholder will notify the Bookkeeper immediately.
- The credit card is the property of the City of Tonka Bay. An employee leaving the City must surrender the credit card to the Bookkeeper who will then notify the issuing authority to cancel the account.
- The Bookkeeper is responsible for assigning the credit limit. Upon receipt of the credit card statement, the Bookkeeper will match the receipts to the individual items

and assign the appropriate accounting code. The statement along with a summary will be submitted to the City Administrator for approval. Any items that do not have a receipt will be the personal responsibility of the cardholder.

- The City Council will confirm the credit card payments the same way they confirm the accounts payable. These charges will be added to the check register showing vendor paid, description or purchase and amount like other payments in the register.

I, _____, have read the above policy and agree to accept the responsibility and accountability for the City of Tonka Bay credit card. I hereby acknowledge receipt of the Visa Credit Card ending in the last four digits of _____.

Cardholder Signature

Date

Bookkeeper Signature

Date