

## PERSONNEL POLICY MANUAL

POLICY: 101

APPROVED: \_\_\_\_\_

**Purpose:** To state the City of Estacada's policy on business use of VISA credit cards.

**Scope:** All Departments

### **Procedure:**

**General Statement of Policy** – The City of Estacada has obtained Business VISA cards for use by the City Manager and Department Heads. The card is to be used for business related expenses and/or emergency purchases only and is not intended to replace nor is a substitute to the current City Purchasing Policies and Procedures. Cards will be distributed to:

- City Manager
- Lead Plant Operator
- Public Works Director
- Library Director
- City Recorder/Finance Director

### **Purpose and Uses**

1. The purpose of the Business VISA card is to accommodate business related expenses and/or charges that are small amount in nature and to provide the employee with the convenience of paying for expenses incurred while on official City business attending meetings representing the City, attending conferences or workshops where meals are not provided, and for purchases that are emergency in nature and that time is of the essence where the issuance of a purchase order may delay the receipt of the goods and/or merchandise.
2. Only those persons to whom a Business VISA card is issued can authorize purchases using the card.
3. The VISA card may be used to pay for small purchases where the City does not have established credit with the vendor or where the purchase is so small that it is inconvenient to issue a purchase order or handle all the paperwork that is associated with making a purchase. The use of the card for cash advances, cash refunds and purchases that are personal in nature is a violation of this policy.
4. The VISA card has a credit limit of Three Thousand Dollars (\$3,000).

5. The VISA cardholders are responsible for, required to and must:
  - a. Ensure that he/she has sufficient budgetary authority to incur the charge and that there is sufficient amount available from his/her department budget to pay for the expenditure.
  - b. Adequately identify and provide the original copy of the charge slip and/or receipts of all purchases/charges as shown on the monthly VISA card statement including the quantity and description of items purchased, if not available, to the City Recorder's Office. All credit card charges that are properly documented and authorized will be paid. Charges will not be processed that do not have the approval of the appropriate department head. It is the cardholder's responsibility to provide adequate documentation and proof of the appropriateness of the charges to their account.
  - c. Secure approval of the City Manager, where necessary.
6. The cardholder must reimburse the City for any unauthorized charges or use of the card within seven (7) days after being notified of the violation.
7. Any disallowed charges (including finance charges) may be deducted from the cardholder's paycheck if deemed necessary.
8. It is the cardholder's responsibility to immediately notify the City Manager if the card is lost or misplaced so that proper arrangement can be made with the bank to cancel the card.
9. Any violation or non-compliance with this policy may result in the revocation of the employee's right on the use of the VISA card, certain disciplinary action up to and including termination of employment.
10. Whenever an employee to whom a card has been issued leaves city employment the Business VISA issued to them will be destroyed.

**CITY OF ESTACADA, OREGON  
BUSINESS VISA CARD AGREEMENT**

I hereby acknowledge receipt of the City's Business VISA Card with the following number:

\_\_\_\_\_

As a cardholder, I agree to comply with the terms and conditions set forth in this agreement. I hereby acknowledge that I have read and have received a copy of the City's Administrative Policy and Procedure governing the use of City Business VISA Cards and agree to comply with the provisions on the use of card, documentation requirements and approval requirements.

I understand the card should only be used for purchases/charges of business related items and/or for emergency business related purposes only and should not be used in lieu of the current City Purchasing Policies and Procedures.

I further understand that improper use of this card for prohibited expenditures and charges, including cash advances, cash refunds and personal purchases may result in disciplinary action, up to and including termination of employment.

I also agree that I have to reimburse the City for any and all charges made to my VISA card that are in violation of the allowable charges in accordance with this agreement. In the event I fail to reimburse the City within seven (7) days after being notified of the violation, I hereby authorize the City Recorder's Office to deduct the disallowed charges from my salary. I also understand the City may collect such amounts, even if I am no longer employed by the City.

I understand and acknowledge that the City may terminate my right to use this card at any time, for any reason and I agree to return the card to the City immediately upon request, change of employment or upon termination of employment.

With my signature below, I hereby acknowledge that I have read and fully understand the provisions contained in this agreement and hereby acknowledge receipt of the Business VISA card.

**Cardholder:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Ext. \_\_\_\_\_

Authorized By: \_\_\_\_\_

Date: \_\_\_\_\_

City Manager