

ADMINISTRATIVE PERSONNEL
POLICIES AND PROCEDURES
Policy No. 619: PURCHASING CARDS

A. Purchasing Cards

1. A Purchasing Card is a credit card to be used by City employees who make purchases of routine budgeted supplies for \$1,000 or less (limits may be lower than \$1,000 as determined by the Department Director) on behalf of the City for City business purposes only.
2. The total value of each transaction shall not exceed \$1,000 (transactions exclude travel as detailed in section 8 below and transaction limits may be lower than \$1,000 as determined by the Department Director). Transactions shall not be split in order to remain within the established maximum dollar limit per transaction.
3. Purchases are to be made according to the guidelines in this policy along with the City's Purchasing Policies and Procedures.

B. Purchasing Cardholders

1. Department Directors shall select the Cardholder(s) in their department who will receive purchasing cards. Purchasing Cards will be programmed with limits defined by the Finance Department for dollar amounts, Merchant/Industry, types of purchases and daily/monthly limits. Department Directors will complete a request for a Purchasing Card that will be submitted to Finance for issuance of their card.

C. Cardholder Responsibility

1. The Purchasing Card will have the Cardholder's name embossed on it.
2. The Cardholder is the sole user of the card and is responsible for safeguarding the card and keeping the account number confidential.
3. The Cardholder is accountable for all transactions made with the card. For each transaction, the Cardholder must provide an original itemized sales/credit receipt to the department's designated Purchasing Card Coordinator (**PCC**).
4. The Cardholder is responsible for resolving disputed charges with the merchant and/or the Bank (Provider) and notifying Finance of any disputed, fraudulent or unauthorized charges.
5. The Cardholder is responsible for ensuring that sales tax is not charged when each transaction is made.
6. The Cardholder is responsible for reporting a lost or stolen card immediately to the Provider at: **1-800-375-1747** and request that the card be canceled and re-issued. Once the Provider has been notified, the Cardholder should notify their **PCC and Finance**.
7. For fraudulent purchases not made by the cardholder, the cardholder is responsible for notifying their **PCC and Finance** once they have been notified of any such charges by the Provider.

8. The Cardholder must turn in their Purchasing Card, along with final receipts, to the Finance Department upon termination of the Cardholder's employment or if requested by the City.
9. By using the Purchasing Card, the Cardholder agrees to immediately reimburse the City for any unauthorized purchases (see section 5) made with the Purchasing Card and consents to the City's use of payroll deduction to do so. Please note, unauthorized purchases exclude those that are fraudulent or made by non-cardholders.
10. Any violation of this Purchasing Card Policy may result in Purchasing Card cancellation and/or disciplinary action, up to and including termination of employment.

D. Returns

1. Cash back for returns is **not** allowed.
2. Cardholders are responsible to return merchandise to the merchant when it is incorrect or not needed. Original credit receipts must be provided to the department PCC.

E. Unauthorized Usage

1. The Purchasing Card is **not** to be used for: (please note this list includes but is not limited to the following):
 - Purchases from a Vendor that the Cardholder's department has an established Blanket Purchase Order with or the ability to have a Blanket Purchase order with
 - Personal purchases
 - Cash advances
 - Capital equipment
 - Fuel – *(with the exception of gas purchases related to travel – see 8. Travel below)*
 - Computer software and hardware-*(with the exception of the Administrative Systems Director or Designee)*
 - Furniture
 - Electronics and appliances
 - Copying or printing
 - Services that require a contract and or insurance, or that have an existing maintenance agreement
 - Purchases that have negotiated pricing established
 - Alcohol
 - Purchases of products, goods or services that do not reflect the appropriate use of public funds
2. A Cardholder who makes unauthorized purchases, intentionally misuses the credit card, or does not provide receipts to the PCC will be personally liable for the total dollar amount of the unauthorized purchases, plus any administrative fees charged by the Provider in connection with the misuse.
3. The Cardholder who makes unauthorized purchases should immediately inform their Department's PCC of the unauthorized use and make payment to the Finance Department with 7 days of notification to the PCC. If payment is not made within 7 calendar days, the city may recover the amount of unauthorized purchases using payroll deduction.
4. A Cardholder who makes unauthorized purchases will have their card revoked after the second violation for a period of a minimum of 30 days. After the third violation the card will be revoked indefinitely.

F. Department Purchasing Card Coordinator (PCC)

1. The PCC will be designated by the Department Director.
2. The PCC may not also have a Purchasing Card.
3. The PCC is responsible for reviewing transactions in conjunction with the Purchasing Card Policy and resolving issues that are identified with the Cardholder prior to submitting the transaction to Finance. For example: sales tax included on receipts, unauthorized usage of card for vendors with blankets or specific unauthorized usage as identified in section 5.
4. The PCC is responsible for entering the account coding, scanning and uploading receipts to the SmartData system within **five (5)** business days of the transaction. In addition, explanations for the unusual, rare or emergency situations or exceptions must be included with the transaction.
5. For lost or stolen cards once the PCC is notified by the cardholder that the card has been reported lost or stolen to the Provider, the PCC should notify the Finance Department.

G. Receiving

The City's established policies for Receiving apply to purchases made using the Purchasing Card (with the exception of returns-see Section D above).

H. Travel

1. Purchasing Cards may be used for travel expenses only after the appropriate travel approval has been received. The Travel and Advance Request and Expense Report Form must be completed and submitted to Finance according to the established policies.
2. Once the approval has been received, the Purchasing Card may be used to pay for airfare, registration, lodging, meals and gas purchases related to approved travel or training.
3. Transactions associated with an approved travel request are limited to a per transactions amount of \$3,000.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

7/18/25

Date



Matthew H. Greeson
City Manager

Issued:

7.23.2025

Date



Jenny Smith
Human Resource Director