

CITY OF WILDOMAR ADMINISTRATIVE POLICY	Number FIN2
	Date 2/9/11
SUBJECT: CREDIT CARD AUTHORIZATION	Authority City Manager
	Administrator Asst. City Manager/Finance
<p>1.0 Policy:</p> <p>It is the policy of the City of Wildomar to use city issued credit cards for purchases of minor supplies and services on behalf of the City and for paying for travel expenses when on City business when other purchasing options are not available. This will also enable the City to take advantage of cost-reduction opportunities through internet and catalog purchasing which require the use of a credit card.</p> <ul style="list-style-type: none"> 1.1 The primary responsibility for ensuring the appropriate use of credit cards lies with each employee to whom a card is assigned. 1.2 The credit card that each cardholder has been issued has embossed on it the employee's name and the words "City of Wildomar." No member of the cardholder's family may use this card. Department Directors may designate employee use of the card. 1.3 City credit cards are to be used when conducting authorized City business. City credit cards will not be used for any personal expenses even if the intent is to reimburse the City at a later date. Charging personal expenses on City cards is a misuse of City funds and a serious breach of the City's purchasing policy. Doing so, even if the intent is to reimburse the City later, will result in disciplinary action and the cardholder will be held personally liable to the City for the amount of the purchase. 1.4 All purchases by City credit card shall be subject to all other purchasing policies, including those for travel and meals. Credit cards should never be used to circumvent established competitive purchasing procedures. 1.5 Lodging expenses may be charged to the City credit card, but any charges due to persons other than City employee occupying a room, personal expenses, or incidentals must be paid for separately by the City employee. 	

2.0 Responsibility:

The Cardholder is responsible for ensuring that the credit card is used appropriately and all purchases are in compliance with the City's purchasing policies.

The City's credit card shall be used for official City purchases only. The credit card shall not be used for cash advances, personal services, or alcoholic beverages.

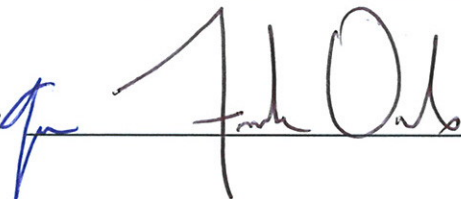
- 2.1 Cardholder is responsible for furnishing all receipts for all purchases on the City's credit card. Itemized receipts for meals must be furnished and the purpose and individual names for which the meal was purchased using the City credit card must be furnished. If a receipt has been misplaced or lost, a signed memorandum stating as such must be furnished in lieu of the lost receipt.
- 2.2 The Cardholder must notify the Assistant City Manager and/or the Finance department immediately upon discovery if their card is lost or stolen.

In order to use the credit card, the following procedures are to be followed.

Procedures:

- 3.1 Prior to using the city credit card for a purchase, the Cardholder must complete the Credit Card Authorization Form and obtain prior approval from their supervisor.
- 3.2 Within 3 days of any City credit card purchase, the Cardholder must submit the completed City of Wildomar Credit Card Authorization Form with the appropriate supporting documentation attached (such as vendor order forms, receipts, invoices, packing slips, credit card receipts and signed memorandum for lost receipts) and returned to the Finance department. A Credit Card Authorization Form is required for each Credit card transaction with the original receipt attached.
- 3.3 The Finance department is to retain all the completed Credit Card Authorization Forms and reconcile it with the monthly credit card statement within 3 days of receiving the statement.
- 3.4 Finance must verify the reasonableness, accuracy and completeness of the Credit Card Authorization Forms with the monthly credit card statement and ensure timely payment of the credit card statement.

Approved: _____



Date: _____

2/14/11

**City of Wildomar
Credit Card Authorization Form**

Date of Purchase: _____
 CardHolder Name: _____
 Last Four Digits on Card: _____
 Vendor Name: _____
 Amount of Purchase: _____
 Description of Purchase: _____



Please enter the appropriate amount:

	Office Supplies 52010	Departmental Supplies 52012	Memberships Dues 52100	Travel 52113	Training 52110	Meetings Conferences 52105	Other
100-410-4110 City Council	_____	_____	_____	_____	_____	_____	_____
100-410-4120 City Manager	_____	_____	_____	_____	_____	_____	_____
100-410-4130 City Clerk	_____	_____	_____	_____	_____	_____	_____
100-410-4200 Administration	_____	_____	_____	_____	_____	_____	_____
100-430-4310 Building & Safety	_____	_____	_____	_____	_____	_____	_____
100-430-4320 Planning	_____	_____	_____	_____	_____	_____	_____
100-450-4340 Development Eng.	_____	_____	_____	_____	_____	_____	_____
100-430-4350 Code Enforcement	_____	_____	_____	_____	_____	_____	_____
100-450-4500 Public Works	_____	_____	_____	_____	_____	_____	_____
100-460-4670 Ofc of Emer Mgmt	_____	_____	_____	_____	_____	_____	_____
100-410-4700 Community Svcs	_____	_____	_____	_____	_____	_____	_____
100-410-4800 Non-Departmental	_____	_____	_____	_____	_____	_____	_____

**Please attached an itemized receipt and return to the Finance Dept.

Cardholder Signature _____
 Supervisor Signature _____