



## Personnel and Administrative Policy and Procedure

<b>SUBJECT: COMMERCIAL CREDIT CARD USE</b>	<b>EFFECTIVE DATE:</b> October 20, 2007 <b>REVIEWED:</b> May 2011 <b>REVISED:</b> December 2020
<b>CATEGORY: 400</b> <b>POLICY NUMBER: 400.1</b>	<b>CROSS REFERENCE:</b> Commercial Card Program Policy and Procedures Manual

**Purpose:** To outline procedures for the use of city-issued commercial credit cards (“card”).

**Scope:** This policy applies to employees who are designated a card.

**Policy:** The City of Milwaukie issues cards through its banking relationship with Umpqua Bank. The cards are made available to selected employees through management and the Finance Department. The cards must be used in accordance with the Commercial Card Program Policy and Procedures manual and Cardholder Agreement. The cards may only be used for conducting city business. The card cannot be used by another person and must not be used for personal use. Card purchases are subject to all other city and department purchasing approval procedures.

**Guidelines for Use:** The cards are VISA credit cards that may only be used for city purposes. They are limited both in transaction amounts and merchant categories. Examples of merchant categories that are excluded are jewelry stores, amusement parks, liquor stores, sporting events and more.

The cards are intended to facilitate purchases that do not require formal purchasing procedures or signed contracts. Cardholders are encouraged to use the cards whenever possible and for routine purchases such as office supplies, travel and education expenses, membership dues and other departmental goods.

### Procedures

1. Umpqua Bank commercial credit cards issued to individual employees with the employee’s name embossed on the card. Employees must sign a Cardholder Agreement, which acknowledges that the card will only be used for city purposes and that unauthorized use of the card could result in disciplinary actions up to and including termination.
2. The employee is responsible for providing receipts and other supporting documentation to their designate approver for all purchases made with the card by the 10th of the month for purchases made in the month prior.
3. Employees are responsible for providing descriptions, proper account coding, and acknowledgement of each transaction on their card through the Visa IntelliLink Spend Management reporting system prior to submitting the electronic statement and receipts to their designed approver. Non-documented purchases may become the responsibility of the employee.
4. Managers (or approvers) are responsible for approving assigned cardholder’s transactions and account coding and verification of receipts and other supporting documentation for all transactions through the Visa IntelliLink Spend Management reporting system prior to submitting

electronic statement and receipts to the Finance Department, which will be no later than the 15<sup>th</sup> of the month.

5. If a purchase is made and a receipt is lost or not available, the employee may submit a Missing Receipt Form with the same information that would be provided on a receipt, including merchant name, purchase date, description and total purchase amount.
6. Lost or stolen credit cards must be immediately reported to Umpqua Bank at 866.777.9013 **and** to the city's Commercial Card Program Administrators at 503.786.7523 or 503.786.7521.
7. Any unapproved purchases are the responsibility of the employee and must be repaid to the city within ten days of purchase. A receipt copy should accompany the repayment, when possible.

## **Responsibilities**

### All Cardholders:

- Safeguard and use Umpqua Bank commercial credit card only as provided for in the Commercial Card Program Policy and Procedures manual and Cardholder Agreement.
- Reconcile statements by the 10<sup>th</sup> of the month for transactions made in the prior month and submit to designated approver.
- Relinquish the card upon separation from the city.

### Approvers:

- Review and approve statements of all those assigned following the cardholder reconciliation.
- Submit electronic statements to Finance Department by the 15<sup>th</sup> of the month.

### Finance:

- Monitor distribution and use of credit cards.
- Safeguard against fraud or theft of cards when in Finance's possession.
- Post transactions to the general ledger monthly.
- Assist cardholders and approvers as needed.