

VF Credit Card

City of Albion Credit Card Use Policy

The Finance Director is designated to be responsible for the City of Albion's credit card issuance, accounting, monitoring, retrieval and for general oversight of compliance with this credit card use policy.

City credit cards may be used only by those authorized and only for the purchase of goods or services for the official business of the City of Albion.

All authorized users of City credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase and the official business for which it was purchased.

Employees issued City credit cards shall return the credit card **immediately** upon termination of his or her employment or service in office of the City of Albion.

Authorized employees issued a credit card are responsible for its protection and custody and shall **immediately** notify the Finance Director if the credit card is lost or stolen.

The Finance department will follow established Accounts Payable internal control procedures for approval, documentation and payment of credit card charges.

All balances due shall be paid for within not more than 60 days of the initial statement date.

Unauthorized use of a City credit card shall result in disciplinary measures to the fullest extent of the law.

RESOLUTION 98-18

RESOLUTION TO ESTABLISH A CREDIT CARD USE POLICY IN
ACCORDANCE WITH P.A. 266 OF 1995

WHEREAS the City of Albion wishes to use credit card for the purchase
of goods and services for the official business of the City and

WHEREAS in accordance with Public Act 266 of 1995 the City is required
to adopt a Credit Card Use policy,

THEREFORE let it be resolved that the City of Albion hereby adopts the
attached Credit Card Use policy.

At a regular meeting of the Albion City Council, motion was made by
Council member _____, supported by Council member
_____, to adopt the above resolution.

Dated: 04-06-98

Ayes _____

Nays _____

I certify that this resolution was adopted by the City Council of the City
of Albion on April 6th, 1998

E. Jo King
Finance Director/Treasurer/Clerk

July 25, 2000

City of Albion Credit Card Procedures

Issuance of Credit Cards

1. Credit cards will be issued to the City Manager and Mayor. A credit card will be available on a checkout basis from the Finance department to be returned within a reasonable period of time as agreed upon by the user and Finance Director..
2. The combined authorized credit limit of all credit cards issued by the City of Albion shall not exceed \$5,000

Card Use

1. The credit card shall be used for the purchases of goods and services that are for the official business of the city of Albion when normal accounts payable procedures cannot be utilized. (i.e. petroleum purchases, travel related expenses, conference registration fees, etc.)
2. Purchases made via the credit card must comply with the City's purchasing and expenditure policies. The card in no way changes such policies.
3. Individual purchases shall be limited to \$500.
4. Anyone using a City of Albion credit card shall sign agreement to abide by adopted City credit card policy and procedures.

Items that cannot be purchased with the credit card

1. Cash Advances
2. Standard merchant category exclusions (e.g. liquor or tobacco products.)
3. Personal use

The procedure policy shall be reviewed by City Council in 6 months time.

Credit Card User Agreement

Requirements for Use of Credit Card:

1. The Credit card is to be used **only** to make purchases for the legitimate business of the City of Albion.
2. The Credit card must be used in accordance with the provisions of the Credit Card Policies & Procedures established by the City of Albion.

Violation of these requirements will result in disciplinary measures to the fullest extent of the law.

I have read and understand the City of Albion's Credit Card Policies and Procedures and I agree to adhere to them.

Signature _____