

RESOLUTION ADOPTING CREDIT CARD USE POLICY

WHEREAS, SDCL 4-3-27 authorizes the use of credit cards by local government officials and employees for the purchase of materials, supplies, equipment, airline tickets, hotel rooms or other authorized transactions; and

WHEREAS, SDCL 4-3-27 requires that the governing board establish policies providing for the use and accountability of credit card purchases; and

WHEREAS, the Rapid City Council has determined that the City has a need for credit cards.

NOW THEREFORE BE IT RESOLVED by the City of Rapid City that the following policy is adopted to govern the use of City issued credit cards by City employees:

1. All purchases made with a City issued credit card shall be accounted for with purchase receipts retained from the point of sale at which the item(s) were purchased. The Department Director is responsible for submitting detailed receipts and is responsible to ensure that duplicate receipts are obtained if the original receipts are lost. The Department Director, or designee, will initiate a purchase request weekly to account for charges made on that Department's credit card. The purchaser will advise the vendor that the purchase is tax exempt.
2. Proper documentation of each charge must be forwarded to the Finance Office. If proper documentation is not received, the payment of the charge is the responsibility of the employee.
3. The Finance Office shall audit the charge card receipts, reconcile the charge card statements and process the charges for payment by the City.
4. Purchases in excess of \$1,000 must be accompanied by quotes as per City ordinance 3.04.030.
5. Cash advances are prohibited.
6. Any transaction must comply with all applicable City Policies.
7. City issued credit cards may not be used to pay for meals that qualify for reimbursement through per diem.
8. Purchase of any alcoholic beverages is prohibited.
9. City issued credit cards may not be used to pay for any item which does not directly benefit the City of Rapid City.
10. The credit card accounts shall be administered by the Finance Office and a designee within each Department may be assigned to oversee the usage, limits, and processing for

that department.

11. Personal use of the credit card is strictly prohibited. Misuse of a City issued credit card will be considered grounds for disciplinary action up to and including termination. All improper charges are the responsibility of the employee.
12. Any perks, credits or items of value earned through the use of said City issued credit cards shall only be used for the benefit of the City and not for that of any employee. Additional cardholder responsibilities will be communicated as necessary.

Dated this 4th day of November, 2008

ATTEST:

Alan Hanks, Mayor

James F Preston, Finance Officer

Agreement to Accept the U.S. Bank One Card

The U.S. Bank One Card represents the City's trust in you. You are empowered as a responsible agent to safeguard City assets. Your signature below is verification that you have read the Credit Card Use Policy Resolution and agree to comply with this resolution as well as the following requirements. You also acknowledge that you have received the One Card # _____ - _____ - _____ - _____.

1. I understand the card is for City-approved purchases only and I agree not to charge personal purchases to the City issued credit card.
2. Improper use of this card will be considered misappropriation of City funds. This may result in disciplinary action up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify the Program Administrator or Assistant Finance Officer by telephone. I will confirm the telephone call by e-mail or facsimile.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I will be responsible for its safekeeping.
6. As the card is City property, I understand that I may be periodically required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the card to validate its existence and account number.
7. I will receive a Monthly Reconciliation Statement (MRS), which will report all card activity during the statement period. I will resolve any discrepancies on the MRS by contacting the supplier. The Finance Office will be notified of the resolution.
8. I understand the One Card is not provided to all employees. Issuance is based on my need to purchase materials for City business and/or to provide for City travel. My card may be revoked based on change of assignment or location. I understand that the card is neither an entitlement nor reflection of title or position.

Employee Signature

Date

Program Administrators Signature

Date

Employee Printed Name