

CITY OF ALPENA

COUNCIL POLICY STATEMENT

General Subject: Finance	Policy No.:	<u>23</u>
Specific Subject: Credit Card Policy	Date Issued:	<u>4-1-96</u>
	Effective Date:	<u>4-2-96</u>
	Revised:	<u>4-3-06</u>

---

Copies to: City Council, City Manager, Assistant City Manager, City Clerk/Treasurer/Finance Director, City Attorney, Department Heads, DDA, File

---

PURPOSE:

The purpose of this Council Policy Statement (CPS) is to provide authorization to selected City officers/employees for the use of credit cards for appropriate expenses per Public Act 266 of 1995 (attached) and this policy.

STATEMENT OF POLICY:

- A. The City Clerk/Treasurer/Finance Director shall be responsible for the issuance, accounting, monitoring, and retrieval and generally overseeing compliance with the credit card policy.
  - 1. The City Clerk/Treasurer/Finance Director shall be given the authority to secure credit cards on behalf of the City.
  - 2. The following officers/employees of the City may be issued credit cards: City Manager, Assistant City Manager, all Department Heads, and Deputy City Clerk/Treasurer/Finance Director.
- B. Credit cards may be used where applicable only for the purchase of goods, services, or approved travel for the official business of the City. The purchasing policy must be followed on all goods and services.
- C. The officer/employee using the credit card shall submit documentation detailing the goods or services purchased, cost, date of the purchase, and the official business.
- D. The officer/employee issued the card shall be responsible for its protection and custody and shall immediately notify the City if the card is lost or stolen.
- E. The officer/employee shall immediately surrender the card upon termination.

- F. The City's current internal control structure for the processing of accounts payables shall apply to the use of credit cards.
- G. All credit card invoices shall be approved by The City Clerk/Treasurer/Finance Director or the Deputy. The City Manager or Assistant City Manager will approve the City Clerk/Treasurer/Finance Director's invoices and the Deputy's.
- H. The balance, including interest due, on an extension of credit under the credit card arrangement shall be paid for not more than 60 days of the initial statement date.
- I. Unauthorized use of a credit card shall result in disciplinary measures consistent with City policy and state law.

Attachment