

# **CITY OF PATASKALA CREDIT CARD POLICY**

The City recognizes the efficiency and convenience afforded the day-to-day operation of the City through use of credit cards under the supervision of the applicable department supervisors. However, credit cards shall not be used to circumvent the general purchasing procedures required by Ohio law and policies of the City.

Therefore, the City authorizes the use of credit cards in the following manner:

## **A. Gasoline Credit Cards**

1. Gasoline credit cards are distributed and used by applicable departments and are under the jurisdiction of each departmental supervisor.
2. Gasoline credit cards shall only be used by City employees conducting business on-behalf of the City and relate to a City vehicle.
3. Certain employees shall be entitled to use the Gasoline credit card for their personal vehicles. Any such usage shall require approval by the applicable department supervisor or City Administrator prior to such use. It is the responsibility of the employee to determine that such approval is still applicable prior to use.
4. Itemized receipts shall be turned in with the gasoline credit card at the end of the next business day upon the employee's return to their normal work schedule. Failure to turn in receipts may result in the charges being deemed unrelated or unsubstantiated. The use shall be responsible for any unsubstantiated or unrelated purchases.
5. The departmental supervisor is responsible for the security and monitoring for proper use. Repayment of any unsubstantiated or unrelated purchases will also be the responsibility of such employee and departmental supervisor.

## **B. Bank Credit Cards**

1. All bank credit cards issued to and in the name of the City shall be held and supervised by the applicable department supervisor. Bank credit cards may be signed out by any employee of the City upon approval of the department supervisor and shall only be used for approved City-related activities.
2. All purchases made with a bank credit card shall be preceded by an approved purchase order.
3. Bank credit cards may be used by City employees for the following City-related transactions:
  - a. Transportation reservations and expenses; Conference registrations; Hotel reservation guarantees,
  - b. Purchases from a vendor who does not accept purchase orders or vouchers without prior account approval or established credit;
  - c. Certain recurring transactions where it is cost-efficient to pay for such transactions or items;
  - d. Purchases considered an emergency and necessary to conduct City operations.

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4. Itemized receipts and appropriate form(s) are to be turned in to the Finance Department at the end of the next business day upon the employee's return to their normal work schedule. Failure to turn in receipts and appropriate form(s) may result in the charges being deemed unrelated or unsubstantiated. The user shall be responsible for any unsubstantiated or unrelated purchases.
5. The applicable department supervisor is responsible for keeping a record of all bank credit card use. Any repayment of any unsubstantiated or unrelated purchases will also be the responsibility of such employee and departmental supervisor.

In the event the employee has performed due diligence in obtaining an itemized detailed receipt but was unsuccessfully, the employee may complete a City of Pataskala Lost Credit Card Receipt Form and submit to the Finance Department for review. Such requests will be processed on a case by case basis and evaluated accordingly depending upon the item purchased.