CITY OF CARO
Credit Card Use Policy

Cardholder Responsibilities:

1. Only authorized employees of the City of Caro may use the municipal credit card.

2. A municipal credit card may be used for the purchase of goods or services for only official business of the City of Caro.

3. The employee using the credit card must submit receipts, documentation detailing the goods or services purchased, cost, date of the purchase and the official business explanation thereof.

4. Above said receipts and documentation must be submitted to the City Clerk's Office in a timely manner to reconcile against the monthly credit card statement.

5. The employee issued the card is responsible for its protection and custody and shall immediately notify the City Clerk's Office if the card is lost or stolen.

6. Municipal credit card users must notify vendors or merchants that the credit card transaction should be exempt from Michigan Sales and Use Taxes (IRS Tax Identification #38-6004542) if it is used for the purchase of goods or services in the State of Michigan.

7. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted under the City's Purchasing Policy.

8. Employees must immediately surrender the card upon termination of employment. The City reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered.

Internal Control Procedures:

The City Manager is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned municipal credit cards to personnel and generally for overseeing compliance with this policy.

The Treasurer shall be responsible for:

1. Assisting and maintaining record of issuance and retrieval of municipal credit cards and overseeing compliance with this policy.

2. Accounting and payment of expenses. All documentation must accompany invoices before payment is made.

3. Ensuring accuracy of the statement and that activity and account information is noted on the credit card statement for each line of entry.

4. The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within 60 days of the initial statement date.

5. Compliance with State of Michigan records retention requirements for safekeeping of statements and receipts for seven years.

The total combined authorized credit limit of all credit cards issued by the City of Caro shall not exceed 5% of the total budget of the City of Caro for the current fiscal year.

Any employee found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties allowed by law and/or disciplinary action(s) under the City's Personnel Policies up to and including termination.

CITY OF CARO
Credit Card User Agreement

Requirements for use of credit card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, the City of Caro, Michigan.

2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the City of Caro, as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the City of Caro for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the City's Personnel Policies, up to and including termination. The City of Caro will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number: _____

Received by: _____
                         Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: _____ Date: _____

(Below, for City Clerk's Office Use Only)

Credit Card Returned

Authorized Signature: _____ Date: _____