

1 Introduced June 14, 2016, by Councilman
2 Borchert, seconded by Councilman
3 Newcomb, (by request of Administration)

4 **RESOLUTION R16-16**

5 A resolution approving the City of Slidell's Credit/Purchasing Card Policy.
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7 WHEREAS, credit card accounts require City Council approval and are only
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9 for the official business of the municipality; and

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11 WHEREAS, there are generally two types of credit card accounts: (1)
12 general; and (2) stores; and

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14 WHEREAS, credit cards must be placed under strict control and be available
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16 for use in limited cases as set forth by the attached policy.

17 NOW THEREFORE BE IT RESOLVED by the Slidell City Council that it does
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19 hereby approve the City of Slidell's Credit/Purchasing Card Policy.

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21 **ADOPTED** this 14th day of June, 2016.

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24 Bill Borchert
25 President of the Council
26 Councilman, District G
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31 Thomas P. Reeves
32 Council Administrator
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CREDIT/ PURCHASING CARD POLICY
CITY OF SLIDELL

Credit card accounts require City Council approval and are only for the official business of the municipality.

There are generally two types of credit card accounts: (1) general (e.g., VISA, MasterCard, etc.) and (2) stores (e.g., Wal-Mart, etc.)

Credit cards must be placed under strict control and be available for use in limited cases as set forth by this policy. Credit cards are not to be used for purchases that are subject to the requirements of the Louisiana Public Bid Law.

Applying for a Credit Card

- The card must be issued in the municipality's name using the municipality's tax identification number
- The credit card must not allow cash advances to be made.

Security

- The Finance Department shall maintain a listing of all credit cards, including the card numbers, and the telephone numbers of the credit card companies.
- Unissued credit cards shall be secured under lock by the Finance Director, Purchasing Agent, Council Administrator or the Chief of Police as applicable.
- Employees must immediately notify the Finance Director if a credit card is missing (lost or stolen). The Finance Director is responsible for notifying the Mayor and immediately canceling the card. If a card is stolen, the Finance Director is to notify law enforcement.

Issuance

- The issuance of a credit card in the name of an individual shall be limited to the following positions: Mayor, Council Members, Chief of Police, City Attorney, Chief of Staff, Director of Finance, Council Administrator, Director of Recreation for use during summer camp season, Animal Control Supervisor & Data Processing Manager for use during storm evacuations, Purchasing Agent and Buyers and documented in writing using the *Annual Credit Card Agreement* form and the *Credit Card Issuance Log*.
- The issuance of a credit card in the name of a Department must be authorized by the Mayor, Chief of Police or President of the Council, as applicable. The authorization to check out cards issued in the name of a Department or Division must be authorized by a Department Head and documented in writing using the *Annual Credit Card Agreement* form and the *Credit Card Issuance Log*.

- For store credit cards and for credit cards issued in the name of a department/division and used in the procurement of goods or services, the Purchasing Agent shall maintain a written log to account for the "check out" and return of credit cards. The log will contain the (1) business purpose for using the card ; (2) the purchase order number; (3) the applicable signature approving the card being checked out; (4) dates and times of issue and return; and (5) signatures of both the Purchasing Agent and the employee upon issuance and return of the card.
- Credit cards issued in the name of the Police Department and held by the Chief of Police or his designee shall be used to book airfare or for emergency or unplanned travel. Non-emergency travel should be processed through the normal accounts payable process. Purchasing of goods and services should be processed through the Purchasing Department. The Chief Police or his designee shall maintain a written log to account for the "check out" and return of credit cards. The log will contain the (1) business purpose for using the card ; (2) the applicable signature approving the card being checked out; (3) dates and times of issue and return; and (4) signatures of both the Chief of Police or his designee and the employee upon issuance and return of the card.

Usage

- Any personal use or unauthorized use of a credit card may result in immediate termination of employment.
- All purchases must be approved in accordance with the municipality's purchasing policies and procedures prior to the transaction. The approved purchase order is to be submitted to the Purchasing Department.
- The following purchases are not allowed:
 - Cash advances on credit cards
 - Alcoholic beverages
 - Tobacco products
 - Prescriptions and drugs
 - Capital equipment and upgrades over \$1,000. Note: The Purchasing Department is authorized to use a credit card for capital purchases or upgrades after following and documenting the appropriate procurement procedures.
- Purchases made by credit card must not circumvent the municipality's purchasing policies/procedures or the Louisiana Public Bid Law (e.g., splitting purchases).
- Employees are responsible for obtaining receipts/documentation as proof of purchase and for documenting the business purpose on the receipts. Receipts for any meals and entertainment expenditures, if authorized, must contain documentation of the names of all persons participating and the business discussed.
- Cards that are checked out and the receipts/documentation are to be returned upon completion of the transaction.
- An employee is responsible for all use of the credit card until it is returned.

- The Mayor is responsible for notifying the District Attorney and the Legislative Auditor of any misappropriation of funds or assets of the municipality.

Recordkeeping

- The individual responsible for checking out Department cards is responsible for reviewing the receipts and documentation for propriety (authorization to purchase, documentation of business purpose, etc.) upon the return of the card.
- At the end of each billing cycle, the individual responsible for checking out Department cards is to compare the card issuance log, purchase documentation, and purchase orders to the monthly card statement. During this review, the clerk is to ensure that: (1) all card purchases were documented on the issuance log (checking for card usage approval); (2) all purchases are supported by documentation (checking for inappropriate purchases and completeness of purchase documentation); and (3) all purchases were supported by an approved purchase order (checking for proper approval for the purchases).
- Any purchase/charge without appropriate supporting documentation requires a detailed explanation and description and the written approval of the mayor, chief of Police or Council President, as applicable.
- The individual responsible for checking out department cards and individual cardholders are to attach the receipts and documentation to the monthly statement and submit to the Finance Department for review and approval (in writing) before payment is made.

**City of Slidell
Annual Credit Card Agreement**

By signing this form, the employee acknowledges the following:

The employee understands and agrees to follow all of the municipality's policies and procedures, including those relating to purchasing and credit/purchase cards.

The employee understands that noncompliance with municipal policies and/or procedures may result in disciplinary action against the employee.

The employee understands that municipal credit/purchase cards are made available to the employee for municipal purchases. In order to be eligible to use a card, the employee must review and sign this agreement form on an annual basis and have approval to use the card as stated in the credit/purchase card policy. In addition, the employee is required to sign-out the card prior to using it.

The employee understands that he/she is responsible for all purchases (except those due to theft) made on the card.

The employee agrees that he/she will not allow other individuals (including other employees) to use the card.

If the card is stolen or lost, the employee is to immediately notify the Finance Director. The employee understands that failure to quickly report a stolen or lost card may result in the employee being liable to the municipality for losses (including interest and fees).

The employee agrees to use the card only for approved purchases. For a purchase to be considered approved, the purchase must have been approved in accordance with the policies and procedures of the municipality.

The employee agrees that he/she will not make any personal purchases on the card.

The municipality will investigate any unapproved purchases made on the card. The employee agrees that he/she may be required to reimburse the municipality for the cost (including any interest and fees) of any unnecessary/personal purchases that were not approved in accordance with municipal policies and procedures.

The employee understands that he/she cannot use the card to obtain a cash advance.

The employee agrees to return the card and all purchase related documentation (e.g., itemized receipts) to the individual responsible for checking out department cards as quickly as possible.

The employee agrees to return the card upon request.

Employee	
Name:	_____
Employee #:	_____
Signature:	_____
Date:	_____

Approval	
Department Head Name:	_____
Department Head Signature:	_____
Date:	_____
Finance Director	_____
Finance Director's Signature	_____
Date:	_____