

RESOLUTION 21-22-46

A RESOLUTION AMENDING THE CREDIT CARD POLICY FOR THE CITY OF FOREST CITY

WHEREAS, the City Council for the City of Forest City realizes that from time to time a credit card is needed for City purchases; and

WHEREAS, this policy is meant to supplement the Forest City Purchasing Policy guidelines;

WHEREAS, use of current credit cards has determined that increased limits are needed at the limits indicated below;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Forest City, Iowa as follows:

PROCEDURES:

A City credit card will be available for the limited use of: City Administrator, Electric Superintendent, Street Superintendent, Water/Wastewater Superintendent, Police Chief, Library Director (if approved by Library board), Parks Superintendent (if approved by Park Board), and Rec Superintendent (if approved by Park Board). The City Administrator and/or Finance Clerk shall serve as custodian for all credit cards.

Those eligible persons wishing to use the City credit card for purchases must call the Finance Clerk and give the name of the vendor, the estimated amount of the purchase and a description of the purchase being made. The Finance Clerk will keep a log of such purchases. Employees may be held personally liable for any purchases appearing on the credit card statement, which do not appear on the credit card log. The Finance Clerk will circulate copies of the credit card bills for coding and appropriate department approvals. All credit card charges must be backed up by receipts or other appropriate documentation that is attached to the bill for payment processing.

Credit cards are to be used for expenses incurred for official City business and for other unanticipated and necessary City business-related expenses. Lost or stolen cards should be reported as soon as their absence is noticed to the City Administrator.

AUTHORIZED USES:

1. Lodging when on City business
2. Meal expenses when on City business – no liquor or companion meal expenses can be included. No more than a 15% gratuity will be approved.
3. Equipment and supply vendors with which the City does not have a current account, is not expected to have an account, or where the requirements of opening an account would delay a critical purchase or result in less beneficial terms.
4. Emergency vehicle maintenance while out of town in a City-owned vehicle. An attempt to contact City personnel must be done prior to authorizing the repair work.
5. Gasoline while traveling out of town.
6. On-line purchases requiring a credit card and no other payment or billing option is available. On-line purchases require prior approval for non-budgeted items.

LIMITS:

Each department card shall have a limit not to exceed \$3,000. Any purchase(s) exceeding \$1,000 must be pre-approved by the City Administrator. Cash advances on the City credit card are not available. The City Administrator's card shall have a limit not-to-exceed \$9,000. The total aggregate balance is not-to-exceed \$30,000.

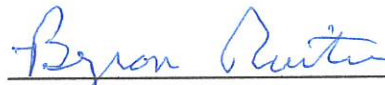
PERSONAL CHARGES:

Personal charges may not be made with a City credit card. Any charges that cannot be properly identified, or which are determined by the City Administrator as not appropriate to City or State policy, shall be paid immediately by the user of the card by cash, personal check, or payroll deduction. Charges to be reimbursed shall include any interest and all other related charges made by the credit card company.

WRITTEN ACKNOWLEDGEMENT/PERMISSION TO WITHHOLD UNAUTHORIZED CHARGES FROM WAGES/SALARY:

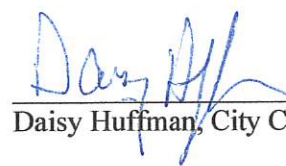
Any employee authorized to use a credit card under this policy shall first sign an acknowledgement of this policy and the authorized uses of the card. The employee shall also agree in writing to allow the City to withhold and deduct from the employee's wages/salary all amounts owed by the City by the employee due to unauthorized charges and any interest incurred thereon.

PASSED and APPROVED this 4th day of April 2022.



Byron/Ruiter, Mayor

ATTEST:



Daisy Huffman, City Clerk/Administrator