

Updated October 28, 2019

**CITY OF JAMESTOWN
CREDIT CARD POLICY
MARCH, 2007**

The City of Jamestown has a need for corporate credit cards for the following reasons:

1. Travel and lodging.
2. Internet purchases.
3. Emergency purchases.
4. Other purchases approved in advance by the Finance Department.

The following Department Heads will have corporate credit cards available for their use. The credit cards will be physically located in the City Comptroller's office. A department head (or other authorized person) will contact the City Comptroller when use of the credit card is needed. The individual will sign out the credit card from and return the credit card to the City Comptroller's office:

1. Mayor
2. Director of Public Safety
3. Deputy Fire Chief
4. Director, Department of Public Works
5. Director of Financial Services / City Clerk
6. City Comptroller
7. Any other position as authorized by the Mayor and the Finance Department

The card and individual transaction limits are as follows, subject to the Bank / Credit Card Company rules and regulations:

1. Each card will have a limit of \$5,000.
2. Each transaction will have a limit of \$2,500.
3. Any amounts in excess of the above limits must be approved in advance by the Finance Department.

The following controls will be followed for credit card purchases:

1. It is the responsibility of the cardholder to purchase only those items that are necessary and incurred in the normal course of City of Jamestown business.
2. A receipt must substantiate each expenditure and is required to be submitted to the City Comptroller within five business days.

3. The City Comptroller will reconcile the monthly credit card statement with receipts submitted by each cardholder. A copy of the credit card statement will be issued to the finance committee.
4. Payment will be made after the City Comptroller audits each purchase and is satisfied that all expenditures are necessary for City of Jamestown business.
5. Failure to submit receipts to the City Comptroller in a timely manner may result in an individual being personally responsible for the unsubstantiated purchase(s).
6. All credit card purchases must comply with the City of Jamestown Procurement Policy.
7. By accepting and utilizing a credit card, the individual cardholders acknowledge they are familiar and agree to comply with the City of Jamestown Procurement Policy.
8. Individual cardholders will be personally liable for unauthorized use and will be subject to disciplinary action.
9. Disputed or unauthorized charges must be reported immediately to the Finance Department.
10. All lost or stolen credit cards must be reported immediately to the Finance Department.
11. Individual cardholders will be provided and must comply with credit card company rules and regulations.
12. This policy will be reviewed annually by the finance department and the city council finance committee prior to June 1st.