

CITY OF WHITWELL PURCHASING CARD POLICY

INTENT

The City of Whitwell Purchasing Card was designed to make the purchase of relatively small dollar items (under \$500) easier for the City and its departments. Use of the card is not, however, intended to replace the City bid policy, which is required for any purchase over \$500.

PERSONAL USE OF CARD PROHIBITED

All purchases made on the card should be for official City business only. Misuse of the card may result in disciplinary action up to and including termination, with possible filing of criminal charges.

CUSTODY OF CARD

The purchasing card shall be kept in the custody of the Finance Director at all times that it is not in use. Individual cards will not be issued in the name of any employee.

OBTAINING A PROCUREMENT CARD

A procurement card may be obtained by contacting the Finance Director and giving twenty-four (24) hours prior notice for the need of the card, if possible. The Finance Director will sign out a procurement card to the eligible employee and sign the card back in upon being returned.

GUIDELINES FOR USE OF THE CARD

- a) No purchases shall be made outside of the specific request made prior to issuance.
- b) Receipts for each purchase must be turned in to the Finance Director when the card is returned.

TRANSACTIONS NOT PERMITTED

The following transactions are not permitted, and shall be considered to have been made in violation of this policy:

- a) Splitting of total purchase cost, singly or between Cardholders to avoid transaction limits
- b) Personal purchases.
- c) Non-municipal use.

- d) Cash advances, money orders, bank drafts etc.
- e) Temporary help.
- f) Maintenance contracts, long term agreements, rental or leasing of equipment (with the exception of short term vehicle rentals required for travel purposes for conference, training or meetings).

USER RESPONSIBILITIES

Each user shall recognize and accept the following responsibilities upon receipt of a procurement card:

- a) Use the Town procurement card in accordance with this policy and the Purchasing Policy.
- b) Ensure purchases are made in accordance with their signing authority, area of responsibility and department budget.
- c) Ensure proper coding of expenditures.
- d) Report a lost or stolen credit card to the Finance Department, and document the incident.

FINANCE DIRECTOR RESPONSIBILITY

The Finance Director shall:

- a) Act immediately upon receipt of advice that abuse or irregularities are known or suspected.
- b) Maintain all records.
- c) When required, notify the Financial Institution of transactions errors/disputed charges and follow up on outstanding items on a periodic basis.
- d) Ensure all card statements are reconciled on a regular basis.
- e) Perform audits to detect possible violations. The audit selection criteria would include, but not be limited to, meals over the total per diem allowance, air fare, splitting of purchases, miscellaneous/unusual/unique transactions, and random samples.
- f) Follow up to investigate unusual transactions.
- g) Follow up with the Financial Institution on lost/stolen cards to confirm the card is cancelled.