

## City of Montpelier

**Title: Credit Card Policy**  
**Adoption Date: 2/16/2023**

**PURPOSE.** Credit cards provide a convenient method of obtaining goods and services for the City. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting City business.

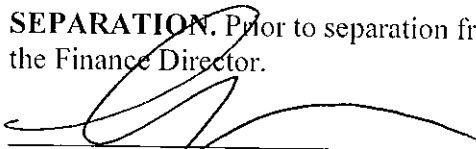
**CARD HOLDERS AND LIMITS.** The City Manager or authorized designee will determine which department heads and employees of the City will be authorized to use a City credit card. The Finance Director will establish appropriate limits for each purchase and the total credit limit for each card. Cards will be issued in the names of authorized department heads and employees. Each authorized employee will be required to review and sign this policy prior to being issued a credit card; the copy of this signed policy will be kept by the Finance Director.

**CREDIT CARD USE.** Credit cards issued under this policy may only be used by the named cardholder or their authorized designee to conduct City business. Purchases made using the credit card must follow the City of Montpelier's Purchasing Policy and should only be used to make purchases from vendors that the City does not have established credit terms with. Credit cards will not be used for personal purchases, cash advances, sales tax, or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Employees may be subject to disciplinary action for misuse of a City credit card, up to and including termination.

**SECURITY.** Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Finance Director and the credit card company or bank if the credit card is lost or stolen.

**DOCUMENTATION.** Each month, the Administrative Assistant (or other designated person) to the cardholder is responsible for reviewing the credit card statement, ensuring that all purchases have an approved invoice or receipt, and that payment is remitted to the credit card vendor in a timely manner. Authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the invoice and/or customer copy of the detailed charge receipt. For internet purchases, documentation will include a copy of the receipt and order confirmation page. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor.

**SEPARATION.** Prior to separation from the City, the cardholder will surrender the credit card to the Finance Director.

  
\_\_\_\_\_  
Authorized User

\_\_\_\_\_  
Date

2/22/2023