

CITY OF LONG GROVE
Procurement Card Program
Resolution 2018-5

This policy is intended to govern the issuance, usage and required documentation of City Issued Credit Cards. It is the intent of the procurement card program to provide users with an effective and efficient way to purchase low-dollar routine maintenance and supply items, and to simplify and expedite the process of paying numerous vendors for these purchases while insuring compliance with City purchasing and financial management policies.

City Employees that are issued a City Credit Card acknowledge and accept all policies governing expenditures.

The City has assigned the following cards:

VISA BUSINESS CREDIT CARD – 1 issued/credit limit per card listed below:

- | | |
|--------------------------------------|-------|
| 1. Rosina Boddicker, Clerk/Treasurer | \$500 |
| 2. Tony Saladino, Public Works | \$500 |

The Credit Cards will only be used for the following purposes unless otherwise approved by the City Council.

1. Purchases requiring immediate payment where the City is unable to issue a check for the purchase. Purchases require prior approval for non-budgeted items.
2. Employee training/travel accommodations including lodging when applicable.
3. 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.
4. Emergency vehicle maintenance.

Original, itemized receipts are required to validate expenses on City Issued Credit Cards. All receipts must be signed, identified and brought into the City Clerk's office upon charging any item. All receipts must be provided to and approved by Council during the check review process.

Misuse of City Credit Cards, failure to secure or failure to report stolen or missing Credit Cards immediately upon discovering could result in disciplinary action toward employee and possible employment termination. Employees may be held responsible for any unauthorized purchases on their card while the card is in their possession. Employees would not be held responsible for any charges to the credit card after it has been reported missing or stolen. The City may revoke the Credit Card privileges of any employee at any time.

Passed and approved this _____ day of _____, 2018 by the following vote:

Roll Call Vote	Aye	Nay	Abstain	Absent
Cook				
Drumm				
Herrin				
Oechsner				
Pawloski				

Mayor

ATTEST:

City Clerk

ACKNOWLEDGEMENT OF RECEIPT OF CREDIT CARD POLICY:

I acknowledge that I have received and reviewed the credit card policy for the City of Long Grove Iowa, adopted by City Council on February 13th, 2018. I understand the terms of the Agreement and will abide by what is set forth. In the event that my employment is terminated in any way, the card will be turned in to the City Clerk or Mayor immediately.

Employee Signature

Date

Rosina Boddicker, City Clerk

Michael Limberg, Mayor