

North Royalton Credit Card Policy

As there are situations whereby a credit card is necessary, convenient or preferable to complete municipal business transactions, City Council authorizes the use of city credit cards.

City credit cards shall only be used in connection with an approved municipal purchase or those types of expenses that are for the sole benefit of the city and serve a valid and proper public purpose, including but not limited to travel, hotel, seminar and conference registrations and other purchases approved by the Finance Director.

The City of North Royalton maintains several credit card accounts. All city credit cards shall be in the name of the city and held and supervised by the Finance Director. The Finance Director shall limit each credit card account's maximum credit limit to not to exceed \$50,000.00.

The Finance Director shall authorize the issuance and use of a city credit card(s) to the Mayor, department head or his/her designee, if designated in writing, with a municipal business need to use a credit card(s).

All credit cards will be issued under approval of and in coordination with the Finance Director. The reissuance of credit cards shall be approved by the Finance Director. In the event that a credit card has not been used during any twelve (12) month period, the Finance Director shall determine if the credit card account should be cancelled.

The Finance Director shall be responsible for giving direction to and supervising such employees' use of the city credit cards.

The Finance Director shall monitor, review and approve all credit card charges on a monthly basis.

The Finance Director shall annually provide City Council with a credit card rewards report, if any, based upon city credit card use.

City credit card use shall comply with city purchasing policy, departmental budget availability, and the following procedure:

Finance Department Credit Card Procedure:

1. Employees requiring the use of city credit cards shall provide the Finance Director with the purpose and approximate amount of the purchase and other information as deemed necessary by the Finance Director.
2. The department will submit a purchase requisition, and will wait for an authorized Purchase Order (PO) to begin the process of making a purchase with the credit card.
3. The card will then be signed out to the individual employee. It is the responsibility of the employee who signs out the card to safeguard the credit card while it is in their possession. Employees in possession of the city credit card shall at all time maintain control of the credit card and take all reasonable steps to prevent unauthorized charges.
4. Provide detailed documentation of all purchases, including, but not limited to, original receipts and invoices to the Finance Director within one (1) business day of purchase.
5. The credit card should be returned to the Finance Director as promptly as possible, with the employee returning the credit card signing the credit card back in.
6. All city purchasing policies must be followed when using a city credit card.
7. Employees shall immediately notify the Finance Director in the event of a lost, stolen or misuse of a city credit card.
8. Use of the city credit card for any cash withdrawal transaction, alcohol, personal purchases, or unauthorized use are strictly prohibited. Inappropriate, illegal or failure to follow the city's credit card policy may result in a loss of credit card privileges, disciplinary action, up to and including termination, as well as personal liability for all unauthorized use in connection with the purchase, and/or possible criminal charges.
9. When traveling on official city business, an employee may use a personal credit card for purchases, subject to the limits of the city's "Travel and Business Expense Policy."

