



## **CREDIT CARD USE POLICY**

**(Effective 2/5/13)**

As per MN Statute 471.382, the Lake Elmo City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City. If a City officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. All purchases by credit card must otherwise comply with all statutes, rules, and policies applicable to City purchases. The City Council shall approve the establishment of all credit card accounts.

MN Stat 412.271 subd 2

MN Stat 471.38 subd 1

Bills from credit card companies do not contain the detail necessary to satisfy the requirement that claims presented to the City for payment must be in writing and itemized. Therefore, invoices and receipts for all items charged must be retained. A list of all credit card charges will be included with monthly expenditures for council review and approval.

MN Stat Ch 475

Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month.

City employees authorized to use the City of Lake Elmo's credit card(s) include the following positions: City Administrator, City Clerk, Finance Director, Public Works Superintendent, Planning Director, and Fire Chief. Purchases must be within the authorized/approved budget or prior Council approval is required.

Only City employees are authorized to use the City of Lake Elmo's fuel credit card(s). Purchases shall be for vehicle fuel, oil and other items related to the operation of the vehicle or that department. Each employee will sign the sales slip and indicate the vehicle and/or department that the purchase applies to.

No employee will intentionally use a City credit card for personal purchases.

Supporting documents and/or invoices will be submitted to the Finance Department to be reconciled with the credit card statement and attached to the claim for payment processing within 5 business days of the purchase. Department Heads shall review all credit card purchases (not including gas card purchases) made on behalf of their department and recommend or deny approval for a payment.

The Finance Department shall keep a record of all persons issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign and file an acknowledgement form regarding credit card use. See attached.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mike Pearson, Mayor

Attest: \_\_\_\_\_

Dean Zuleger, City Administrator



## **CREDIT CARD POLICY ACKNOWLEDGMENT**

The City of Lake Elmo is authorizing you to use one of its credit cards on its behalf. It is important that you understand the rules regarding its use. If the rules are not followed the City may cancel the card and you may be personally liable for any misuse and/or unauthorized charges.

- Credit cards may only be used for appropriate City business. Intentional personal use will be grounds for discipline.
- The credit card shall not be used to obtain a cash advance
- The credit card must be protected from theft or unauthorized use.
- The City Finance Department must be notified immediately if the card is lost, stolen or if you suspect unauthorized use.
- Department Heads must be sure there are budgeted funds available to pay for credit card purchases.
- Receipts or invoices for each credit card use must be signed and submitted within 5 days to the City Finance Department for processing.
- The City will not be responsible for interest charges accrued due to delayed submission of receipts and payment requests. Any interest charges due to delayed submissions will be the personal responsibility of the Department Head.
- I have read the above statements and the attached Credit Card Use Policy and agree to abide by its contents.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature