

City of Commerce Finance	Purchasing	SOP	708
Subject: Personal Credit Card Use Policy		Version No	1.0
		Effective Date	7/1/12

1.0 Purpose

This is an internal policy that describes the authorized and prohibited use of a personal credit card during a City of Commerce purchasing transaction. It's designed to promote a responsible efficient purchasing process and to curtail the use of personal credit cards to improve the City's tracking ability.

2.0 Applicability and Authority

This policy on Personal Credit Card Use pertains to all City of Commerce purchasing activities using City funds.

Authorized Use

The following personal credit card transaction requires Department Head pre-approval: City employees who do not have a City issued credit cards may use their personal credit card for the following transactions: Meeting and Travel expenses for a Conference and or Training. The authorized transaction will be reimbursed through the normal Accounts Payable process.

Prohibited Use

City employees who purchase on behalf of the City of Commerce with their personal credit card without the pre-approval from their Director have committed an unauthorized transaction. This unauthorized transaction is prohibited, will require further review and may not be reimbursed by the City of Commerce. The user who makes the unauthorized purchase will be liable to the vendor and their personal credit card company for the total amount of the purchase plus any administrative fees charged by the bank or card company in connection with the prohibited use.

City Credit Card Use

City Credit cards are issued to select staff for travel expenses and related supply purchases. The use of a personal credit card over a City issued credit card may not be reimbursed by the City of Commerce (i.e. during a travel sports program or special event for supply purchases). Emergencies and special circumstances occur that a personal credit card may be used. This transaction will require your director's pre-approval to go forward. Please contact your direct supervisor if you're requesting a City credit card (See Procurement Card Policy). In the event that your City credit card is inactive please notify your direct supervisor, department head and Purchasing staff for direction and assistance. The approval for reimbursement is on a case-by-case basis and is at the discretion of your Department head and the Finance director.

3.0 Violation of Policy

Employees who violate this policy may be subject to their buying authority suspended.