

A RESOLUTION OF THE SANTAQUIN CITY COUNCIL ESTABLISHING CITY CREDIT CARD POLICIES

WHEREAS, the City of Santaquin has adopted policies and procedures regarding the use of City Credit Cards.

WHEREAS, the City of Santaquin desires to amend the procedures concerning City Credit Card use to ensure that appropriate internal controls are established so that City Credit Cards are only used as authorized.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SANTAQUIN, UTAH AS FOLLOWS:

Section I. Section 1.07.045 of The Santaquin City policies and procedures concerning City Credit Card use is hereby amended to read as follows:

A. Purpose: To establish criteria for the use of credit cards issued by the City of Santaquin for the purpose of conducting official city business and ensure appropriate internal controls are established so that city credit cards are only used as authorized.

B. Issuance of Credit Card: City Credit Cards will be issued to city officials and staff only with the approval of the City Mayor. No person other than the person to whom the credit card is issued is authorized to use the assigned credit card. The Credit Card remains the property of the City and can be revoked at any time and for any reason.

C. Authorized Uses: City credit cards shall be used for official city business only and shall not be used for personal purchases, cash advances, or non-emergency gas purchases. All gas purchases shall be made on the City Gas Card at approved stations. The cardholder is responsible for all charges made to the card and will be liable for the cost of any unauthorized purchase and any related fees associated with the misuse.

D. Procedure:

1. Receipts: The cardholder must retain transaction receipts for each purchase made on a City Credit Card. The cardholder shall indicate on the receipt the names of all the persons involved in the purchase and a brief description the business purpose of the purchase (economic discussion, training, etc.).

2. Reconciliation: The cardholder is responsible for obtaining the monthly credit card statement and reconciling the statement with the transaction receipts. The cardholder shall follow up on any erroneous charges or credits to ensure proper payment.


3. Approval: The transaction receipts are to be submitted to the Mayor or the Mayor's designee for review. The Mayor or the Mayor's designee shall sign those receipts where the charges incurred are approved. The cardholder shall then submit all receipts to

accounts payable to ensure timely payment. Any charge that is not accompanied by a receipt will become the responsibility of the cardholder. The Mayor or Mayor's designee will notify the accounts payable department of any charges that are not approved.

4. Lost or Stolen Cards: A cardholder is expected to immediately notify accounts payable when a City Credit Card is lost or stolen.

Authorized by Resolution No. 08-03-2008, authorized and passed on the 20
day of August, 2008.




James E. DeGraffenried, Mayor
Santaquin City