

**CITY OF NORTH ROYALTON
CREDIT CARD POLICY**

As there are situations whereby a credit card is necessary to complete business transactions, the City of North Royalton maintains several credit card accounts.

All City credit cards are to be kept in the Finance Department for safekeeping and the issuance of a credit card(s) is restricted to City employees with a business need to use such a card(s). 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. The credit card should be returned to the Finance Department as promptly as possible.

All City purchasing policies must be followed when using a City credit card and the original receipt for the merchandise or services must be promptly forwarded to the Finance Department.

Under no circumstances shall a City credit card be used for personal purchases even if there is intent to re-pay the City at a future point. Any employee utilizing a City credit card for personal purchases is subject to discipline up to and including termination.

When traveling on official city business, an employee may use a personal credit card for reimbursable meal purchases, subject to the limits of the City's "Travel and Business Expense Policy". Other uses of personal credit cards for reimbursable purchases should be minimal.

A credit card cannot be used to circumvent purchasing policies; without prior approval the employee assumes the risk of not receiving reimbursement for the purchase. Detailed receipts of the purchase are required before any reimbursement request can be processed.

Approved:

Mayor Robert Stefanik
April _____, 2010