



**POLICY:** Credit Cards **DEPARTMENT:** All Departments

**APPROVED:** Robert W Stevenson **REVIEWED / REVISED:** 2/17/2015

**Description:**

Hannibal Board of Public Works (HBPW) will provide company issued credit cards to authorized employees who are required to travel for HBPW business and who initiate purchases for which credit cards are required.

**Purpose:**

The purpose of this policy is to define the rules and limits for company issued credit cards.

**Scope:**

This policy applies to those authorized and named employees who have been issued credit cards.

**Reference Documents**

For additional information refer to the latest revision of the HBPW Travel Policy and the HBPW Purchasing Policy.

**Guidelines:**

1. The General Manager's approval is needed for all company-issued cards ("the card", "credit card" or "card"). The employee and a HBPW representative must sign the Credit Card User Agreement.
2. Company Credit Cards should only be used as a last resort if other payment options are not available, such as company charge accounts, writing an Accounts Payable check, etc.
3. Company Credit Cards are issued based on an employee's need for business travel and initiate purchases that require credit cards (eg. online purchases of inventory and tools by the Purchasing Agent). Use of this card is a convenience granted to the employee and is restricted to business travel purposes and purchases that require credit cards (initiated by the Purchasing Agent). Those who are issued cards are not allowed to assign the card to any other employee or person. The privilege of using this card may be revoked at any time for misuse.
4. A company-issued credit card will be issued to the employee by the Finance Director. Cards will be issued after the employee signs and dates a "Credit Card User Agreement." This agreement must be updated every year and kept on file in the Finance Director's Office.
5. The company-issued credit card will be issued in the employee's name and the employee is considered responsible for any and all charges against the card. If the card is lost or stolen, the employee shall immediately notify the Finance Director.
6. The company-issued credit cards are for company-approved purchases only and personal charges are considered improper use of this card and can be considered misappropriation of HBPW funds. Any purchase(s) an employee makes with the company-issued credit card deemed inappropriate or not associated with the company related business travel is in violation of this policy. This may result in disciplinary action, up to and including termination. Refer to the Travel policy for details of approved and unapproved items.

7. An expense report must be completed and approved by management within seven days of travel, failure to do so may be construed as misappropriation. A detailed receipt must accompany all purchases made on the company-issued credit card. Credit card statements will be reviewed by Accounts Payable to ensure conformity with the receipts. If appropriate receipts are not received, the individual may be liable for the expenses incurred. Receipts for charges other than travel should be provided to Accounts Payable within seven days of the purchase.
8. All charges will be billed directly to and paid directly by the HBPW. The bank cannot accept any monies from the employee directly; therefore any personal charges billed to the company could be considered misappropriation of HBPW funds.
9. Credit card use will be monitored by Accounts Payable in the course of reconciling and documenting the months' charges. Any charges that appear outside the normal course of HBPW business will be referred to the Finance Director, the Department Supervisor, and the Director of Operations, as considered necessary.

**Originated / Revised History**

Originated – 05/19/11

Revision 1 – 06/09/11

Revision 2 – 08/15/11

Revision 3 – 02/17/15

HBPW Credit Card User Agreement

The U.S. Bank One Card represents our company's trust in you. You are empowered as a responsible agent to safeguard company assets. Your signature below is verification that you have read the HBPW current policies on Travel and Credit Cards and agree to comply with it as well as the one card #XXXX-XXXX-XXXX-XXXX.

1. I understand the card is for company-approved purchases only and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of company funds. This may result in disciplinary action up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify U.S. Bank by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the program administrator (Finance Director and/or Accounts Payable).
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. All charges will be billed directly to and paid directly by the company. The bank cannot accept any monies from me directly; therefore any personal charges billed to the company could be considered misappropriation of company funds.
7. As the card is company property, I understand that I may be periodically required to comply with internal control procedures designed to protect company assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts and statements to audit its use.
8. The charges made against my card are automatically assigned to the cost center assigned to the card as specified by management. This code cannot be changed without management involvement. When changed, the new accounting code will not affect any charges made prior to the change but will affect future charges.
9. I understand the one card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the business and/or to provide for business travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approving Supervisor Signature

\_\_\_\_\_  
Employee Printed Name          Printed          Date

\_\_\_\_\_  
Approving Supervisor Printed Name          Date

**Originated / Revised History**

Originated – 08/15/11