1.0 PURPOSE

The City of Winona will provide credit cards to employees to make work related purchases and payment of goods and services. **Use of the card for personal purchases is strictly prohibited.**

2.0 ORGANIZATIONS AFFECTED

All employees who have a City credit card issued to them. Employees on administrative leave may not make charges to the credit card and must return card to immediate supervisor upon being put on administrative leave.

3.0 PROCEDURE

3.1 Application for Credit Card

3.1.1 Request for a City credit card must be made to the appropriate Department Head with approval by the City Manager. Upon approval, request is then made to Finance Director by Department Head.

3.1.2 Employee must sign an agreement with the City of Winona regarding use of credit card.

3.1.3 Employee agrees to comply with terms and conditions of the Wells Fargo Joint and Several Liability Agreement and this Administrative Manual Policy 114-3.

3.2 Purchases

3.2.1 Any purchase on the credit card **must** be work related and not for personal use.

3.2.2 Employee is responsible for providing a receipt for each transaction and attaching such receipt to appropriate credit card bill.

3.2.3 Any single transaction in excess of $750 must have prior authorization from the City Manager or his designated representative.

3.2.4 Credit limit on individual cards is $3,000

3.2.5 Credit card shall only be used by person whose name is on the card.

3.3 Payment

3.3.1 Payment of Credit card statements, by purchase order, are to be made promptly to avoid finance charges. Receipts shall be attached to payment. If there is no receipt, payment would be made only after the City Manager, or his designated representative, has signed and approved of the expenditure.

3.3.2 Individual purchases shall be listed separately on purchase orders.

3.3.3 If a credit is due on a statement, such as for returned merchandise, it is the employee's responsibility to assure such credit is recorded.

3.4 Lost or Stolen Credit Card

If your credit card is lost or stolen, immediately contact Wells Fargo at 1-877-727-4801 (number is on back side of credit card)

3.5 Misuse of Credit Card

Employee may be disciplined up to and including discharge for misuse of credit card as stated in this policy, or as deemed appropriate by the City Manager.

3.6 Cancellation of Credit Card

3.6.1 Upon resignation, retirement, termination, administrative leave, leave of absence, or any other means of leaving employment of the City of Winona, employee must immediately surrender credit card to immediate supervisor.

3.6.2 The City of Winona reserves the right to cancel any credit card at any time for any reason.