

CITY OF MAYER
Credit Card Use Policy

As per MN Statute 471,382, the Mayer City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City. If a City officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of purchase. All purchased by credit card must otherwise comply with all statutes, rules and policies applicable to City purchases. The City Council shall approve the establishment of all credit card accounts.

- MN Stat 412.271 subd 2 Bills from credit card companies do not contain the detail necessary to satisfy the requirement that claims presented to the City for payment must be writing and itemized. Therefore, invoices and receipts for all items charged must be retained. A list of all credit card charges will be included with monthly expenditures for council review and approval.
- MN Stat 471.38 subd 1
- MN Stat Ch 475 Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month.

Employees authorized to use the City of Mayer's credit card(s) include the following positions: City Administrator, City Clerk, Public Works Worker, and Fire Chief.

No employee will intentionally use a City credit card for personal purchases. Each cardholder will sign the sales slip and indicate the department that the purchase applies to.

Supporting documents and/or invoices will be submitted to the City Clerk's office to be reconciled with the credit card statement and attached to the claim for payment processing. Each department shall review all credit card purchases made on behalf of their department and recommend or deny approval for payment.

The City Clerk's Office shall keep a record of all people issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign and file an acknowledgement form regarding credit card use.

Allowable Expenses:

The credit card may not be used to purchase gasoline unless it is for a city owned vehicle (use of personal vehicles will be reimbursed per Request for Reimbursement form and will be paid per mile using the IRS standard mileage rate). The credit card may be used to guarantee rooms for conference/meeting attendance, lodging and meal expenses while attending authorized meetings or training sessions when overnight stay is required. Alcoholic beverages are not an allowable expense. The card may be used to purchase supplies and/or materials when purchase of the items by credit card is more time and cost efficient than conventional ordering practices.

Lost or Stolen Cards:

If a card is lost or stolen, it is the responsibility of the issued holder of the card to contact the credit card company immediately to report the card and stop all charging privileges. The employee shall also notify the City Clerk of the incident. The Clerk shall contact the credit card company to request a new card with a new account number.

Card Expiration:

Upon expiration of each credit card, the City Clerk will collect expired card and replace it with the new card issued by the credit card company. Each employee shall sign an acknowledgement statement indicating that the new card has been received, the old card will be destroyed and that the new card

continues usage under the current Credit Card Policy. All new or replacement cards shall first be given to the City Clerk's office for processing that meets the guidelines of this agreement.

Termination of Employment:

Any employee who terminates employment with the City of Mayer and has a City of Mayer credit card issued to them must turn over the card to the City Clerk's office before the final day of employment.

Leave of Absence:

Any employee with cardholder privileges that requests and is granted by the City council a leave of absence or takes medical leave in excess of 30 days, must submit to the City Clerk the City credit card that has been issued to them to be filed until such time this employee returns to work.