


City of SeaTac

Policies and Procedures

Policy Number:	CW-007
Policy Name:	Credit Card Use for Non-Travel
Department(s):	Citywide
Effective Date:	February 28, 2018
Supersedes:	April 27, 2012
Reviewed by:	Gwen Pilo, Finance & Systems Director
Approved by:	Joseph Scorcio, City Manager
Signature:	

Purpose:

City credit cards may be used for expenses to provide an employee/official an alternative method of payment for allowable expenses incurred while conducting City business. Purchase orders are the first option; the City credit card may be used if a purchase order is not an option.

Policy:

When it becomes necessary for an employee of the City to incur expenses, and use of a purchase order is not an option, the City shall provide a credit card. The City credit card can only be used for City business and never be used for any personal expenses.

Procedure:

The employee shall present the completed *City of SeaTac Credit Card Purchase Form* to the Treasury Operations Manager (or designee) in the Finance Department. The employee's Supervisor or Department Head is required to sign where provided in the Purchase Pre-Approval Section in accordance with CW-010 Purchasing and Contracting Authority and Contract Routing, and the Authorized Signers list.

The employee is required to provide itemized receipts for all expenses incurred using the City credit card. In the unusual instance where an itemized receipt is not available from a given establishment, the employee shall complete a *No-Receipt/No Itemized Receipt Certification* form. The employee shall state the cost of the purchase and reasons for unavailability of a detailed receipt and follow all other provisions of Article VI of the Travel Policy regarding the no-receipt certification form, including adherence to the maximum amount specified per year for no receipts. The customer copy of the credit card transaction receipt shall be retained in addition to the itemized receipts noted above.

Please note that the use of the *No-Receipt/No Itemized Receipt Certification* form will create additional audit scrutiny, documentation, and administration, and therefore is to be utilized only as a last resort exception to the normal purchasing process.

The completed *City of SeaTac Credit Card Purchase Form* with actual expenses incurred and the corresponding BARS line-item numbers shall be provided to the Finance Department within **15 working days** of the expenditure. The employee's Supervisor, Manager or Department Head is required to sign where provided in the Actual Purchase Expenses Section in accordance with CW-010 Purchasing and Contracting Authority and Contract Routing, and the Authorized Signers list. If the amount incurred exceeds the pre-approved amount, an explanation is required along with the Department Head signature.

The use of a City credit card to charge non-city business related expenditures is strictly prohibited. In the event a personal charge is made, the employee will be responsible for notifying the Treasury Operations Manager immediately. A check made payable to the City of SeaTac will accompany the notification and supporting documentation. Pursuant to RCW 42.24.115, the City shall have the right to establish a lien against an employee/official's salary up to the amount of the disallowed charges and interest, for any charges made with a City issued credit card unless paid by the employee/official prior to the date the credit card billing is due and payable. This does not in any way limit the City's ability to require payment from individuals for credit card purchases that are later determined to be personal (or non-business related) expenses.

If the City credit card is lost or stolen while in the possession of the employee/official, he/she shall immediately notify the Treasury Operations Manager and file a lost/stolen credit card report.

Purchases being made by credit card must be in compliance with the requirements of SeaTac Municipal Code 3.31 regarding the City's purchasing system processes. Total monthly credit card purchases must also conform to the credit card limits in place unless City Manager approval has been given to exceed the credit card limit.