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Administrative Instruction
Section IV
No. 6

Use of City Issued Credit Cards

Supersedes: December 1, 2000 and July 2005

Effective Date: August 1, 2021

Purpose

The City of South San Francisco provides credit cards to City employees for use restricted to official City business. The purpose of this memo is to clarify documentation and other procedures for using City issued credit cards.

Issuance

The issuance of City credit cards will depend on the need and will be reviewed by the Department Head and the Finance Director. Administrative staff will submit the "City Issued Credit Card Request Form" (http://intranet.ssf.net/includes/secure_file.cfm?ID=155&menuID=5019) to Finance for review and approval by the Finance Director. Once approved, the City credit card will be issued, and the cardholder will sign and return the "Cardholder Certification Form" to Finance prior to using the credit card. Only the named cardholder may use the City issued credit card.

Cardholders Responsibilities

Not for Personal Use - City issued credit cards may only be used for official City business and may not be used for any personal expenditures at any time. Cardholders shall be held personally responsible for any and all unauthorized expenditures and will be required to repay the City for all charges that are not considered official City business.

Lost or Stolen Cards - The cardholder is responsible for notifying the issuing financial institution immediately upon discovering that a City issued credit card is lost or stolen. The cardholder is also required to notify the Finance Department by email.

Obtaining Pre-approval for Purchases - Cardholders must obtain pre-approval on purchases depending on award authority threshold levels. See Administrative Instruction "Purchasing Policy and Guidelines" for detailed information.

Accounting and Record Keeping - Cardholders must maintain and keep track of their credit card activities so they do not go over their card limit. It is required for all cardholders to maintain good record keeping whenever they use City credit cards.

Timely Submission of Credit Card Receipts for Processing - The cardholder must submit the receipts to their departmental administrative staff with the description of the business expense within five business days of either incurring the expense or returning back to the office. The administrative staff in each department will maintain a file of all departmental cardholder receipts and reconcile each receipt against each cardholder's monthly credit card statement. In case of lost or missing receipts, the cardholder must complete the "Missing Receipt Acknowledgement and Approval Form" prior to submitting billing statements for processing:
(http://intranet.ssf.net/includes/secure_file.cfm?ID=27&menuID=5019).

It is the cardholder's responsibility to ensure that all expenses incurred are processed monthly on a timely basis.

Consequences - Violation, misuse, frequent missing receipts and/or multiple late payment submissions shall result in the revocation of City issued credit card privileges by the Finance Director.

Types of City Card Expenditures

Meal Expenses – Receipts submitted for meal expenses must be itemized; cardholders may not submit the credit card slip that shows the total only as evidence of the expense. The itemized receipt must be submitted with a detailed notation related to the nature of the City business (*i.e.*, names of meal attendees and reason for meal expense). Some entry descriptions are "Lunch with Human Resources Director—AFSCME negotiations" or "Dinner with Councilmember regarding traffic issues on El Camino" or "Lunch with Millbrae Mayor regarding airport issues".

Purchase of Services, Materials or Office Supplies - City cards may only be use for ordering items for City purposes. City credit cards may not be used with vendors that have open credit lines with the City (*e.g.*, Amazon, South City Lumber, etc.). All receipts must be itemized along with a brief description as to the purpose for the expense: "Miscellaneous office supplies" or "Wall Street Journal subscription for work".

Travel/Conference - Travel outside the Bay Area requires submission and approval of a "travel authorization" form before any credit card expenses are incurred. When submitting a credit card bill for payment, attach a copy of the approved "travel authorization" form. See Administrative Instructions "Travel and Training Policy and Reimbursement of Expenses" for more information on travel expenses: (http://intranet.ssf.net/includes/secure_file.cfm?ID=110&menuID=2000185)

Request for Credit Limit Increase

The Supervisor and/or Department Head will review staff requests for credit limit increase before submitting any request to Finance. Complete the “City Issued Credit Card Limit Increase Request Form” (http://intranet.ssf.net/includes/secure_file.cfm?ID=170&menuID=5019) and submit the form to the Finance Administrative Assistant for the Finance Director’s approval. The cardholder will be notified by email.

Upon Employee Separation

The cardholder must surrender and return the City issued credit card to his/her/their supervisor upon notice of separation from the City. It is the responsibility of each department to notify the Finance department immediately of any cardholder separation such that the credit card can be canceled.



Mike Futrell
City Manager

Dated: August 1, 2021