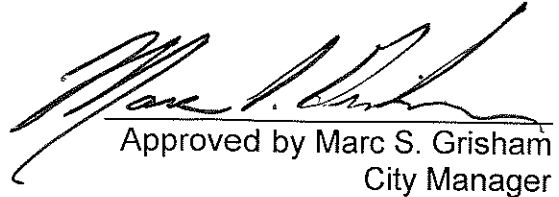


**City Manager's Office**  
**Administrative Order No.:** 041  
**Issued:** August 1, 2009



Approved by Marc S. Grisham  
City Manager

**Subject: Use of City Credit or Purchasing Cards**

**Purpose:**

This policy provides direction on the issuing, use, and revocation of credit or purchasing cards. This Administrative Policy shall also apply to Cal Card and all other City-sponsored credit cards.

**Policy:**

A city credit or purchasing card shall be issued to City employees (and other individuals as approved by the City Manager) for the purpose of making authorized purchases up to the card holders authorized limit, securing reservations, paying travel expenses, placing phone orders, making emergency purchases and doing City business in the most efficient manner. A credit or purchasing card is intended to complement the existing processes in place and it is not intended that the card be used to avoid or bypass the purchasing and/or accounts payable functions. The Director of Finance may revoke Cal-Card or credit card charging privileges for any elected official or city employee who makes a card purchase which doesn't conform to the City's adopted Purchasing Policy or the program guidelines contained in the City of Pittsburg Purchasing Cal Card Program Handbook, which shall apply where applicable to all other City sponsored credit cards.

**Program Guidelines: (see also the City of Pittsburg Purchasing Cal Card Program Handbook on the Finance Department Website)**

1. Cards are issued in the name of the user, only. No other person may use this card.
2. The supervisor or approving official must authorize the issuance of the card.
3. The card cannot be used for personal purchases or for any prohibited use (see program guidelines).
4. The card holder must sign a Receipt Acknowledgement and the Cardholder Agreement Form and surrender the card upon leaving City employment.
5. Expenditures cannot be more than the approved daily and/or monthly transaction limits and it is the cardholders responsibility to verify limits before using the card.

6. Card statements are due to the accounts payable office by the 10<sup>th</sup> day of each month (or other date to be determined for credit cards). Each statement must include the following approval information:
  - a. Documentation (receipt, memo, etc.) supporting each charge reflected.
  - b. An account number(s) for each charge reflected.
  - c. A description of each charge reflected.
  - d. Signature of both the "cardholder" and "approving official."
7. Statements received by the accounts payable office which do not include all the required elements will be returned to the "approving official" for correction.
8. Statements received by the accounts payable office later than the 10<sup>th</sup> day of each month are untimely.
9. As a courtesy, the Finance Department will send each Cal-Card or credit card holder a monthly reminder to timely submit Cal-Card or credit card statements. The failure, if any, however, of the Finance Department to send such a reminder does not remove or negate either the card holder or approving official's responsibilities to timely complete and submit statements.
10. The Director of Finance may revoke Cal-Card or credit card charging privileges for any elected official or City employee who fails to timely submit two or more coded and approved Cal-Card monthly statements to the Finance Department's accounts payable office. Reinstatement of card privileges following revocation requires City Manager approval.