

CITY OF MARQUETTE, MICHIGAN

CITY COMMISSION POLICY

Policy Number: 1996-01	Revision Date:
Date Adopted: April 29, 1996	
Department: Administrative	

SUBJECT: CREDIT CARD POLICY

PURPOSE: To be in compliance with Public Act 266 of 1995 which formalizes procedures for the use of credit cards by public entities.

POLICY:

Per action of the City Commission on April 29, 1996, the following policy was adopted on credit card use by our City government for appropriate expenses.

1. Purchases made by an officer or employee of the City of Marquette, shall be in accordance with City Purchasing Policies, Ordinances, Charter, State and Federal Laws. Where policies conflict, the most stringent shall apply.
2. Issuance of credit cards shall be made only after the approval of the City Manager, and shall be valid for the person to whom the card is issued. No credit cards shall be issued which are valid for more than one person approved by the City Manager.
3. The City Manager, or designated representative, shall be responsible for the issuance, accounting, monitoring and retrieval and generally overseeing compliance for any credit cards issued. **THE PURCHASER MUST MAKE PURCHASES FOR GOODS AND SERVICES FOR THE OFFICIAL BUSINESS OF THE CITY AND MUST SUBMIT DOCUMENTATION DETAILING THE PURCHASE, COST, DATE OF PURCHASE AND THE OFFICIAL BUSINESS.**
4. An officer or employee issued a credit card shall be responsible for its protection and custody, shall immediately notify the City Manager if the card is lost or stolen, and shall return the card to the City Manager upon voluntary or involuntary terminating employment **OR UPON THE REQUEST OF THE CITY MANAGER.**
5. Full interest on credit card debt shall be paid in full within 60 days of the initial statement date.

6. The City of Marquette reserves the right to exercise disciplinary measures for use of credit cards not in compliance with City Purchasing Policies, Ordinances, Charter, State and Federal Laws.

7. The aggregate credit card debt limit for all cards issued shall not exceed 5% of the total annual budget of the City of Marquette at any time.