

RESOLUTION NO. 2007-207

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN
RESCINDING RESOLUTION 2004-113 AND
REVISING LEGISLATIVE POLICY NO. 10
RELATING TO USE AND CONTROL OF CITY CREDIT CARDS

WHEREAS, on May 11, 2004, the City Council of the City of Rocklin adopted Resolution No. 2004-113 approving revisions to Legislative Policy No. 10 relating to the use and control of City credit cards; and

WHEREAS, the City Council has approved and authorized the City Manager to execute an Addendum to the State of California Purchase Card Program Master Services Agreement; and

WHEREAS, revisions to Legislative Policy No. 10 are recommended to provide guidelines relating to the issuance and use of City-issued credit/purchase cards and to grant authority to the City Manager or his/her designee to create and implement administrative policy relating to the appropriate use and control of City-issued purchase cards.

The City Council of the City of Rocklin does resolve as follows:

Section 1. The City Council of the City of Rocklin hereby rescinds Resolution No. 2004-113.

Section 2. The City Council of the City of Rocklin hereby approves the revisions to legislative Policy No. 10 relating to appropriate use and control of City-issued credit/purchase cards in the form attached hereto as Exhibit A and by this reference incorporated herein.

PASSED AND ADOPTED this 10th day of July, 2007, by the following roll call vote:

AYES:	Councilmembers:	Magnuson, Storey, Hill, Lund
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	Yuill
ABSTAIN:	Councilmembers:	None

Kathy Lund

Kathy Lund, Mayor

ATTEST:

Barbara Ivanusich

Barbara Ivanusich, City Clerk

EXHIBIT A

CITY OF ROCKLIN

LEGISLATIVE POLICY NO. 10

USE AND CONTROL OF
CITY-ISSUED CREDIT/PURCHASE CARDS

SUBJECT: Appropriate Use and Control of City-Issued Credit/Purchase Cards

PURPOSE:

- To provide guidelines relating to issuance and appropriate use of City-issued credit/purchase cards.
- To grant authority to the City Manager or his/her designee to create and implement an Administrative Policy relating to the appropriate use of City-issued credit/purchase cards.

POLICY:

Issuance of Credit/Purchase Cards:

- The City Manager or his/her designee is granted the authority to issue City credit/purchase cards to regular full-time City employees.
- Credit/purchase card limits will be set by the City Manager or his/her designee based upon anticipated use by the City employee.
- The City of Rocklin reserves the right in its sole discretion to refuse to issue and/or withdraw authorization to use a City-issued credit/purchase card from any employee. Use of the credit/purchase card for any purpose after its surrender is prohibited.

Use of Credit/Purchase Cards:

- The City Manager or his/her designee is directed to and has the authority to develop and implement an Administrative Policy for credit/purchase card use.
- Credit/purchase cards shall be used for City-business only, including travel expenses.
- Credit/purchase cards shall only be used by the employee whose name appears on the card and in strict compliance with the cardholder agreement.
- Credit/purchase cards shall not be used to circumvent established competitive purchasing procedures and shall be used for purchases in compliance with the City's purchasing procedures (Ord. 912 § 1 part, 2006 as amended from time to time).
- Employees shall not use City credit/purchase cards for personal expenses, even if the intent is to reimburse the City later.

Disciplinary Action:

- Inappropriate use of the City credit/purchase cards may result in suspension of cardholder privileges or result in disciplinary actions up to and including termination of City employment.

Return of Card Upon Request:

- Cardholders will immediately surrender their cards upon request by the City Manager or his designee.
- The City Manager or his designee has the authority and responsibility to retrieve any card they have issued to a staff member.
 - for misuse of the card
 - when an employee separates from the City
- Use of a credit/purchase card for any purpose after its surrender is prohibited.