

City of Montrose
Resolution 291-18
Set Credit Card Policy

WHEREAS, the City of Montrose has determined the need to set the following Policy for the Use of City Credit Cards.

WHEREAS, the City Council of the City of Montrose, South Dakota, has determined that City of Montrose credit cards with a maximum limit of \$1,000.00 would be beneficial for the management of, and efficiency of, the City of Montrose;

NOW THEREFORE BE IT RESOLVED by the City of Montrose, said credit cards shall be authorized for the following purchases on behalf of the City of Montrose:

1. City vehicle gas and/or repairs while use/travel on City business;
2. Purchases from a vendor where an open account cannot be established

NOW THEREFORE BE IT RESOLVED by the City of Montrose that use of City cards by employees/officials shall be governed by the following policies:

1. All credit card receipts are to be coded by the department head and turned in to the Finance Office;
2. The card will be issued in an employee's name upon formal authorization and publication in city council meeting minutes, and is the responsibility of the authorized employee;
3. Lost cards are to be reported to the Finance Office immediately by the department head;
4. Misuse of the credit card made in violation of the City of Montrose Personnel Manual will be deducted from the paycheck of the employee who used the cards. That employee may be subject to further disciplinary action in accordance with the Personnel Manual. Depending on the circumstances, the City may also decide to pursue criminal charges;

BE IT RESOLVED the City of Montrose hereby authorizes this investment policy to take effect July 12, 2018.

Passed and Adopted this 12th day of June, 2018.

Paul Klaut
Mayor

ATTEST:

Sara Smith
Finance Officer