

City of Greenfield
Administrative Policy

SUBJECT: Credit Card Use Policy
SECTION: Administration

Date: 7/1/2015

1. **USE LIMITATIONS:**

- The CALCard, issued by U.S. Bank, may only be used for authorized City business and may in no case be used for personal purchases.
- The CALCard may not be used for cash advances, in gambling establishments, to purchase alcoholic beverages, or for similar high-risk purchases.

2. **LIMITS:**

- There is 30-day limit on each card.
- While your limit has been set at an amount that should be sufficient for your needs, please be aware of your limit if you are making a large number of purchases during any 30-day period. You can call the U.S. Bank Customer Service Desk at (877-887-9260) to check your balance and limit.

3. **RECEIPTS:**

- Receipts must be turned in to Finance within 14 days of charges, or upon return from travel (if travel is beyond 14 days).
- Attach each receipt to a full 8.5 x 11 sheet of paper.
- **Write CALCard and CARDHOLDER'S FIRST AND LAST NAME on each receipt**, and a description of the reason for the charge.
- Include a description of details on everything relating to travel, including the event you attended, if appropriate.
- You will be held personally liable for any purchases for which a receipt is not turned in. Each charge for which Finance does not have a corresponding receipt will be deducted from your next paycheck.

4. **CONTACT INFORMATION:**

- If you encounter any difficulties, contact Jeri Corgill, Director of Administrative Services (831-674-5591 x2101) or call the U.S. Bank Customer Service Desk at (877-887-9260).