



**City of Bradenton
Policies, Procedures, Administrative Regulations**

CREDIT CARD POLICY

Bank of America Visa Credit Cards

As of March 23, 2000, the City of Bradenton has provided individual Bank of America Visa Credit Cards to designated city employees.

The following rules are in place for the use of these credit cards:

- Credit cards will be made available to the mayor, city council members, and department heads
- Items that are personal in nature may not be charged to the credit card
- Credit cards are not to be used to purchase items that would normally be procured through standard city purchasing procedures
- Dining expenses charged to the credit card must be specifically for outside business or guests of the city as contemplated in Section 2-216 of the City of Bradenton Code of Ordinances (*attached*)
- All travel, or pre-booking of conferences, must be in accordance with travel policies previously established in Section 2-181 of the City of Bradenton Code of Ordinances (*attached*)
- The City of Bradenton City Credit Card Payment Voucher (*attached*) is to be completed for each purchase to provide evidence of business purpose and to designate the appropriate cost center's line item expenditure code. The voucher is to be submitted with the corresponding receipt and credit card statement to the Accounting Department within seven (7) days of receipt of the credit card statement
- Cash advances are prohibited
- Violations of this policy may result in revocation of the credit card or other disciplinary action that will be reviewed on a case-by-case basis.

Approved by:

Carl Callahan, City Clerk & Treasurer

Date

Distribution: Mayor / Council / Department Heads