



I. PURPOSE:

- A. To develop and implement a procedure for the management, accountability and secure access of Township credit cards.

II. SCOPE

- A. Township credit cards are assigned and issued for operational necessity. Consistent with these guidelines, department directors decide which employees have access and use privileges.
- B. All Township credit cards are controlled through the office of the Director of Finance and IT and each credit card has a limit established by the Township Administrator.

III. GUIDELINES

- A. All purchasing limits and approvals apply. A purchase order must be generated before any purchase is made. All purchases made on Township or retail credit cards for Township purposes are sales tax-exempt.
- B. Lost or stolen cards must be reported to the Director of Finance and IT as soon as possible. The bank will be notified and if warranted, another card will be issued.
- C. Receipts must be detailed (not just a dollar amount) showing the items or service purchased. If a detailed receipt is not available, the employee must provide a list of the items or service purchased with the date and reason the receipt is not available. Online purchase is not an acceptable reason for missing receipts; most vendors e-mail receipts or can be printed from the screen.
- D. Receipts turned in without detail will be returned to the department. If this causes a delay in processing, any finance charges/late fees will be billed to the department or may be charged to the employee, depending on cause.
- E. Meal receipts for business meetings must include the names of those for whom the meal was purchased and the reason for the meeting.
- F. Departmental Credit Cards (Visa/MasterCard) are assigned to Township departments or divisions: AD, CD, FD, IT, PD, IMM&M, RD, and CS.
 - 1. Each department will designate an employee responsible for the credit card.
 - 2. Credit cards are to be kept in a secure location and signed in and out by the employee using the card.
 - 3. Cards will not be accessible after hours unless prior arrangements have been made.
 - 4. Credit cards assigned to departments/divisions, as provided in this section, are for expenditures within and around West Chester Township's general area or expenditures made online or via the telephone.

- G. Retail, or store-specific credit cards (ex. Lowes, Home Depot) are assigned to individual employees at the request of the department director.
1. Request should be sent to the Director of Finance and IT.
 2. Each employee is responsible for the credit card assigned to them.
 3. The department director is responsible for notifying Finance when a card is to be cancelled (due to termination, abuse, etc.)
 4. All purchases require a purchase order be approved prior to purchase and department director will be required to approve the invoice for payment before being processed.
- H. Business Travel: A maximum of four credit cards are allocated for Business Travel Expenses for approved out of town travel for use by employees on department or Township business. The cards are kept in the Finance and IT Division and may be signed out pursuant to these Guidelines.
1. If none of the four cards is available, the employee may use their own method of payment and fill out a reimbursement form. Legitimate expenses will be reimbursed providing all receipts are included and notated appropriately. See “Business Travel Expenses” policy in the West Chester Township Employee Policy and Procedure Manual.