

A scenic view of a university campus. In the foreground, a fountain with white water is visible on the left. The middle ground is filled with lush green trees and some trees with autumn-colored leaves in shades of yellow and orange. In the background, two tall skyscrapers are visible against a clear sky. The building on the left is a brown, multi-story structure with a distinctive stepped top. The building on the right is a modern glass skyscraper with a blue tint. The overall atmosphere is peaceful and academic.

Credit Card Report
Roosevelt Council, Jr., CFO
October 14, 2020

CREDIT CARD POLICIES AND PROCEDURES

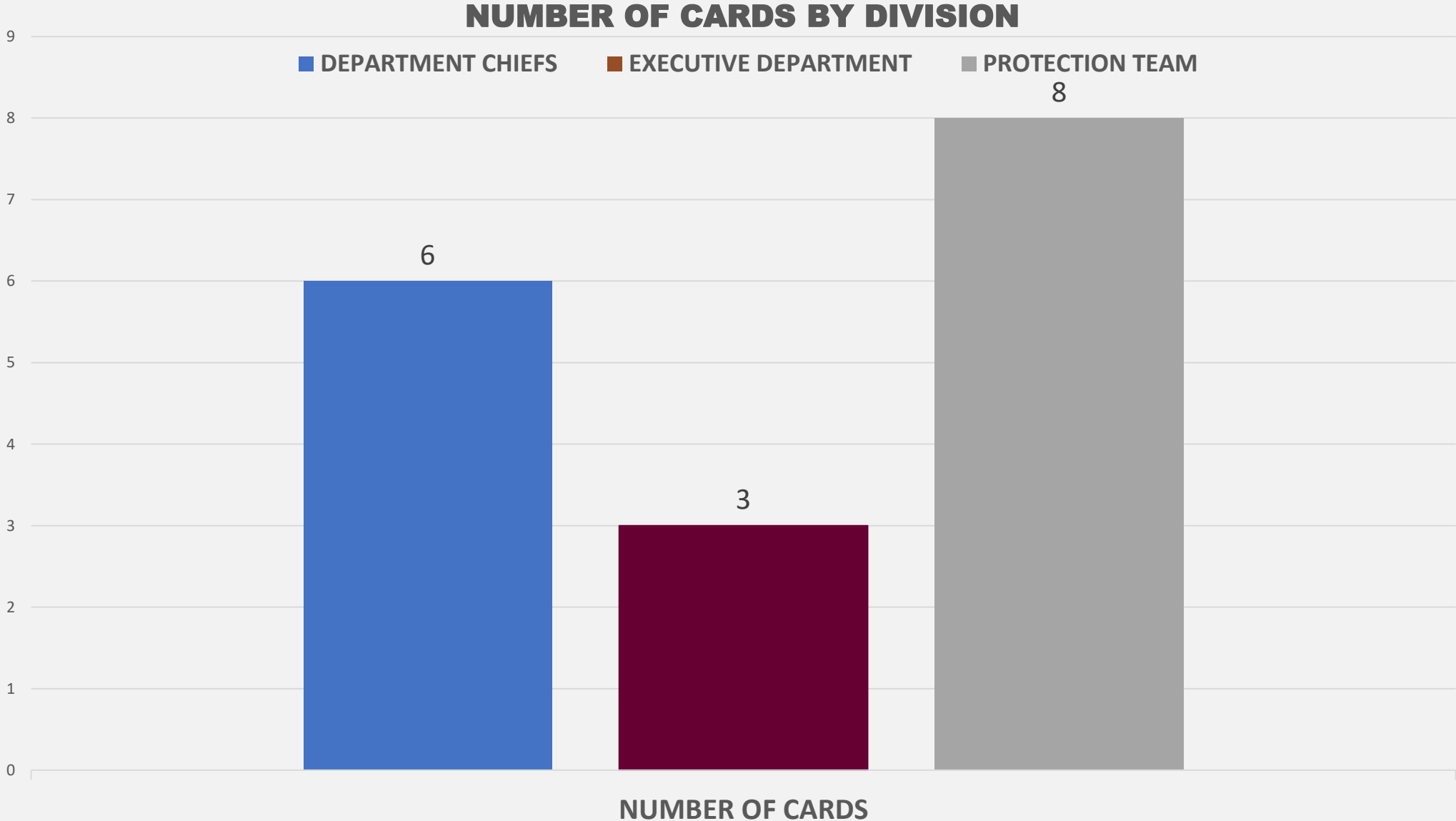
- ❖ Ordinance 19-O-1004 (Adopted January 23, 2019) established a formal credit card usage policy
- ❖ Legal consequences are included to guard against abuse
- ❖ Charges are limited to pre-defined merchant categories at the point of sale
- ❖ Prohibited purchases are included in the policy. A few examples include:
 - Cash advances
 - Gift Cards
 - Alcoholic beverages
 - Personal dry cleaning
 - Fuel, mechanical repairs and maintenance of personal vehicle
 - Services not directly related to official city business
- ❖ Cardholders are given a copy of the policy
- ❖ Cardholders are required to sign the policy

AGENDA

COA CREDIT
CARD SPEND
FOR FY2020

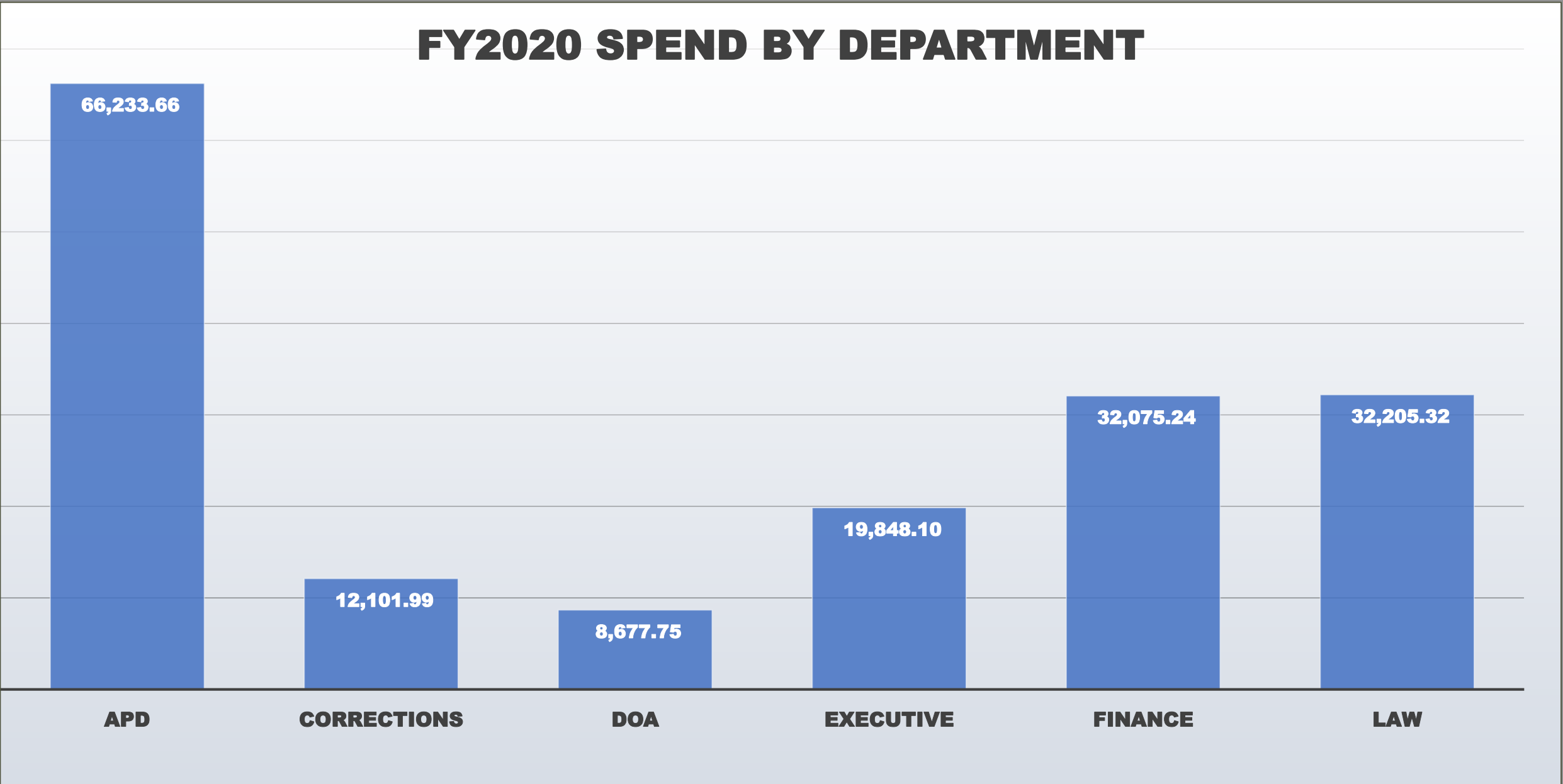


NUMBER OF CARDS BY DIVISION

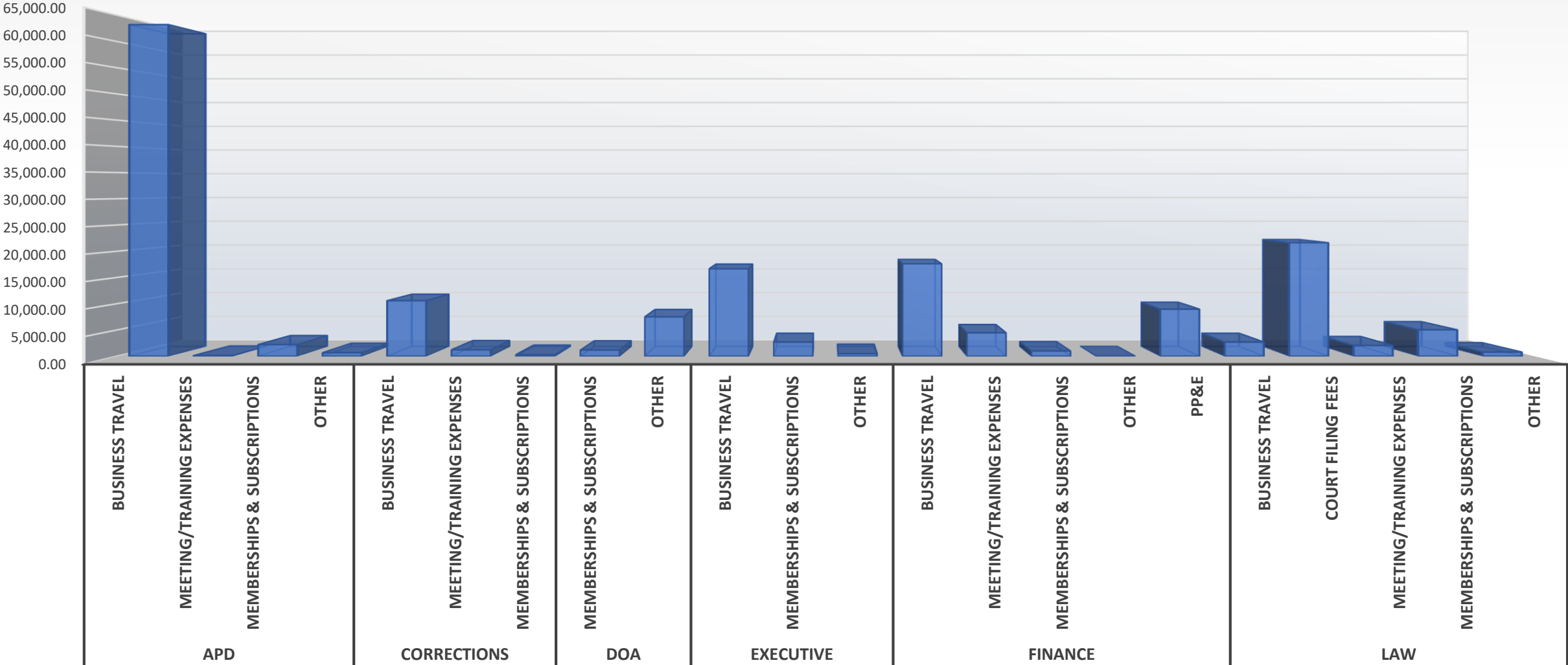


FY2020 SPEND BY DEPARTMENT

FY2020 SPEND BY DEPARTMENT



EXPENSES BY DEPARTMENT



YOU HAVE QUESTIONS?
WE HAVE ANSWERS.

