



**City of Bowling Green  
Administrative Instruction No. 6  
Corporate Credit Card Purchasing Policy**

Regular full-time or part time permanent employees may apply for a corporate credit card but must obtain prior, written approval from their supervisor using the attached support document. To be eligible for a corporate credit card, an employee must travel frequently in the course of his/her duties, purchase significant volumes of goods and services for use by the employer, or incur other regular frequent business expenses of a kind appropriately paid by credit card.

The corporate credit card cannot be used for personal expenses or to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers. Misuses of the card will result in cancellation of the card, withdrawal of corporate credit card privileges, and may include disciplinary action up to and including termination.

Corporate credit card expenditures must be reconciled and submitted with original receipts to the Finance Department within 10 business days of the statement date. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by the Finance Department, the employee's corporate credit card will be cancelled.

Existing purchasing policies must be followed regardless how purchases are made (with a credit card or by other methods). This includes the fact that purchase orders are required for items over the threshold amount and the City does not pay, and will not reimburse, sales tax. Tax exempt forms are available from the finance department.

Lost or stolen cards must be reported immediately to the Finance Director.

Richard A. Edwards, Mayor

Date

**SUPPORTING POLICY DOCUMENT**  
**Application for a City of Bowling Green Corporate Credit Card**

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

I am applying for a City of Bowling Green corporate credit card.

I understand and agree that:

- I will assume ultimate responsibility for the card.
- I will not use the corporate credit card to withdraw cash.
- I will not use the City of Bowling Green corporate credit card for personal expenses and will use it only for official business on behalf of the City.
- If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I understand that my card may be cancelled and that I may face disciplinary action up to and including termination.
- If the corporate credit card is lost or stolen, I will report it immediately to the Finance Director/Finance Department.
- If I cease employment with the City, I will return the card with a final reconciliation of all expenditures prior to departure.

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Signature of cardholder	Date
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Signature of supervisor	Date
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Finance Director	Issue date
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