



City of Kyle, Texas

Purchasing Card Policy

(Updated June 2019)

❖ General Information

- The City of Kyle offers to key department employees a City of Kyle Purchasing Card to use for purchases for City business only.
- The use of this card is a privilege, not an employee benefit. The card can and will be canceled if this policy is not followed.
- A receipt is needed for all purchases. All receipts are to be turned in with the monthly statement.
- Each cardholder will need to review the Credit Card Policy and sign the Cardholder User Agreement Form.
- You are required and must adhere to and comply with the standards and all requirements prescribed in the City's Purchasing Policy.
- The use of the City of Kyle's Purchasing Card DOES NOT in any way waive or make exceptions to the City's Purchasing Policy.

❖ Request for Purchasing Card

- The Director of Finance will approve all requests before a card is issued. The request can be made by e-mail by a key employee's department director.
- The following information must be included with all requests:
 - Employee's name
 - Employee's department
 - Employee's e-mail address
 - Employee's phone number
- Generally, it takes about two weeks to process the request and receive the card. The card will be mailed to City Hall unless a different location is notated on the request.

❖ Purchasing Information

- The only limit on the amount you can charge on your City Purchasing Card is your credit limit.
 - This limit does vary by cardholder and is displayed on the monthly statement you receive.
 - If you feel this limit is too low, you will need to discuss the reason for the needed increase and with your department director's approval, request the Director of Finance for a credit limit increase.
 - If there is a one-time large purchase you need to make that exceeds the credit limit, please contact the Director of Finance about the possibility of a one-time credit limit increase.
- Only budgeted expenses may be charged.
- Cardholders should make every effort to ensure that purchases do not include sales tax. "Purchaser" business cards with the pertinent tax exempt information

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listed on it are available in the Finance Department. Tax Exempt Certificates are also available in the Finance Department.

- Credit cards are only to be used for City of Kyle business purposes. Personal purchases of any type are not allowed.
- The following purchases/transactions are not allowed (unless an exception is granted by the City Manager):
 - Alcoholic beverages/tobacco products
 - Capital equipment and upgrades over \$5,000
 - Construction/renovation/installation
 - Controlled substances
 - Maintenance agreements
 - Personal items or loans
 - Cash advance

❖ **Monthly Statements**

- The billing cycle ends on the 15th of each month.
 - The billing cycle is what determines your available balance – not when Accounts Payable (AP) writes the check.
- Around the end of each month you will receive a statement showing all expenses incurred during the previous billing cycle.
 - This statement needs to be turned into AP by the 7th of the month after the billing cycle end date. (For example – the monthly statement for billing cycle 10/15/10 must be turned into AP by 11/7/10.)
 - All expenses must be coded and all receipts must be included with the statement. The department head must authorize the expense(s).
 - For small receipts, attach them to a regular (8.5” x 11”) sheet of paper. Multiple receipts can be attached to the same page as long as you can view each receipt.
 - Please use full account number (Fund-Department-Line Item) when coding expenses.
 - If you have lost a receipt or you were never given a receipt from the vendor, please follow the below steps:
 - Contact the vendor and ask for a replacement receipt, a paid invoice, etc. Basically, you will be asking for some sort of documentation to verify that you did incur that expense and to show what was purchased.
 - If the vendor is unable to provide the above documentation (which is extremely rare), please write a short memo to document the purchase.
 - ◆ See below for the information that must be included in the memo for it to be an acceptable substitute for the missing receipt.
 - ✓ Vendor’s Name

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- ✓ Date of Purchase
 - ✓ Item Purchased
 - ✓ Amount of Purchase
 - ✓ Short explanation of what happened to the original receipt.
 - If receipts are lost on a regular basis, the Purchasing Card will be canceled.
 - If there is a discrepancy on your statement (ex. a charge that you're not aware of, amount charged is not the same as the receipt, etc), it is your responsibility to investigate and try to resolve the situation. The Finance Department will assist if needed.
- ❖ Violation of Policy
- The consequences for violating this policy will be that the Purchasing Card issued to you will be cancelled.