

RESOLUTION No. 2014-6-3-4
Village of Vinton, Texas

Policies and Procedures

Employee Use of Company Credit Card or Charge Accounts

The Village of Vinton will issue Company credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of Village of Vinton-issued credit cards is a privilege, which the Village of Vinton may withdraw in the event of serious or repeated abuse.


1. Authorization – The employee must provide written authorization through the Purchase Order process prior to the use of a company credit card or charge account by an employee. Unless unavoidable as in the case of natural disasters or emergencies, a Purchase Order must be requested from those individuals authorized by City Council to have the authority to make purchases.
2. Employee Agreement – The employee must sign an agreement acknowledging that he has read and understands the policies and procedures governing the use of a company credit card or charge account.
3. Restricted Use – Any credit card the Village of Vinton issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. The use of a company credit card or charge account is subject to the following restrictions:
 - No personal or private expenditure shall be to be charged to a company account.
 - No regular operating expense (e.g. monthly telephone bills, internet agreement, etc.) shall be charged to a credit card.
 - Each expense charged must be accompanied by the actual itemized receipt and brief explanation. (For example, if the expense is for meals or food, note on the receipt if it was for a luncheon meeting and how many meals were included on the bill).
 - Capital purchases over \$100.00 are not to be charged to a credit card unless pre-approved by the supervising authority.
 - Travel expenses (e.g. airfare, hotel rooms, and conference registrations) should be submitted for payment via a purchase order. In the exceptional case when a credit card is used for such expenses, the conference and travel expense should be pre-approved by the appropriate supervising authority.
 - Documentation of each expense shall be submitted as soon as possible, and no later than 1 week from the date of purchase.
 - No cash advances will be permitted on a company credit card.
4. Any credit card issued to an employee will have a maximum monthly balance of \$1,000
5. Card Payments - If any employee uses a Village of Vinton credit card for personal purchases in violation of this policy, the cost of such purchase(s) including late fees and interest related to unauthorized or undocumented charges will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid.

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6. Deductions- Such deductions will be in the amount of the unauthorized purchase(s), but if a deduction for such amount would take the employee below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take the employee's pay below minimum wage for any workweek involved.
7. Violations of the Village's credit policy shall result in disciplinary action depending upon the severity and repeat nature of the offense, including termination of employment or prosecution. In such case, the full amount of the purchase will be deducted from the final paycheck.

PASSED, APPROVED AND ADOPTED on this the 3 day of June, 2014.



Madeleine Praino, Mayor
Village of Vinton, Texas

ATTEST:



Jessica Garza, City Secretary

**Village of Vinton
Employee Agreement
Use of Village of Vinton-Issued Credit Cards**

Agreement for Wage Deductions Associated with Improper Use of Company-Issued Credit Cards

I, _____ (employee's name), hereby certify that I understand and agree to abide by the Village of Vinton's policy regarding use of company-issued credit cards, a copy of which I have received, and which has been explained to me.

I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than the Village of Vinton) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the Village of Vinton may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Village of Vinton may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full.

I further agree that if I make any non-personal transactions in violation of the policy in question, i.e., incur financial liability on the Village of Vinton's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to reimburse the Village of Vinton via wage deductions for such amounts until the unauthorized amounts are fully repaid.

Such deductions will be in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take my pay below minimum wage for any workweek involved.

Signature of Employee

Date

Employee's Name - Printed

Authorized Representative

Date