

# CHARLOTTESVILLE POLICE DEPARTMENT



Note: This directive is for internal use only and does not enlarge an officer's liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Charlottesville Police Department and then only in a non-judicial administrative setting.

Type of Directive: GENERAL ORDER	Number: 02-11
Subject: <b>Credit Card Usage and Cash Reimbursement</b>	Date: December 09, 2019
VLEPSC Number:	Manual Number: 344.00
	Effective Date: 12/09/2019
Authorization: Chief R.M. Brackney <i>Rm Brackney</i>	Follow-up Date: Annually

## I. POLICY

It is the policy of the Charlottesville Police Department to manage department credit card usage and employee cash reimbursement in a responsible manner and in compliance with all city policies and applicable laws. The use of these credit cards and reimbursable cash purchases are only for official city expenses that meet a public purpose.

## II. PURPOSE

The purpose of this order is to establish procedures for employee use of City of Charlottesville credit cards, tracking various expenditures and reimbursement of employee's cash expenditure for approved expenses.

## III. DEFINITIONS

- A. Credit card- various City of Charlottesville credit cards issued to departments.
- B. Cash expenditure- cash, personal check, or personal credit card usage by department member for official business.

## IV. PROCEDURE

### A. General Conditions for Credit Card Usage:

1. Credit cards may not be used without expressed advanced permission of a supervisor unless assigned to the employee.
2. The single purchase limit set by the department is \$2,500. Purchases cannot be divided into multiple purchases to overcome this limitation.
3. Except in an emergency situation, no purchase over \$500 should be made without Budget approval.
4. Credit card and purchase limits are established based on need and with appropriate approvals from the Division Commander and Chief.
5. Cash advances through cash-back, bank tellers, automated teller machines, etc. are strictly prohibited.

6. Itemized and signed receipts must be collected and submitted for all purchases, whether in person, or via internet or telephone.
    - a. The Purchaser shall clearly print their name on all credit card receipts and print the business purpose for the purchase on each credit card receipt.
    - b. In the event a receipt is lost or missing the employee must contact the merchant to obtain a copy of the receipt.
      - 1) If the employee is unable to obtain a copy of the receipt, the employee must submit a Credit Card Lost Receipt Report, Form CPD 007 (located in Department Forms on Sharepoint) with an explanation of the charge and reason the receipt is missing.
  7. The City of Charlottesville is Federally and State Tax Exempt and employees are responsible for ensuring taxes are not automatically applied to purchases with a few exceptions:
    - a. The cardholder may have to pay taxes for out of state transactions, meals, lodging and entertainment taxes, and excise taxes (i.e. tires, fuel, firearms, etc.).
    - b. If sales tax charged is incurred and was avoidable, it is the responsibility of the cardholder to obtain a credit from the vendor or issue a reimbursement to the City.
  8. Gasoline or fuel products are not allowed to be purchased for personal vehicles.
  9. Meal purchases for trainings and travels are limited to \$35 per day, unless adjusted in advance using the General Services Agency (GSA) publication on per diem rates for government employees.
    - a. The acceptable gratuity is 15% with an allowable maximum of 20%.
    - b. All per diem rates include gratuity.
- NOTE: When making meal purchases with certain merchants the cardholder may be required to collect and return both copies of the receipts; the one with the signature and tip and the one with itemization.
10. For department-wide, division or program specific meetings, meal receipts shall include the business propose and list of attendees on all meal receipts.
  11. Alcohol may not be purchased with a city credit card or any other city funds.
  12. Credit card receipts are due to Fiscal staff by the close of business every Friday.
  13. The City Credit Card Use Policy 200-08 also governs the use of the credit cards.

**B. Procedure for Non-Assigned Credit Card Use:**

1. To obtain a credit card for use an employee must utilize a department Purchase Requisition Form (located in Department Forms on Sharepoint).

2. A supervisor must review the requested purchase considering the particular need, budgetary impact and overall operational needs before signing off on request.
3. Once approved and signed by a supervisor the employee is to take the form to the appropriate staff identified below:
  - a. Credit cards for training purposes are issued by Fiscal staff upon confirmation of receipt of an approved training request.
  - b. Credit cards for all other purposes may be issued by the administrative division commander or designee.
4. Employees may then utilize the credit card for the approved purchases per Section IV.A of this policy.
5. Employees must complete a Credit Card Use Report attaching all itemized receipts in chronological order to the said report.
  - a. If the credit card is to be used for several days it is recommended this be done several times a day, or at the end of each day.
6. Employee is then to return the credit card, receipts and report to a supervisor for review and approval the next business after return to city.
7. The employee will then promptly return the credit card, report and receipts to the issuing Fiscal staff and not more than 24 hours after receipt of supervisor approval.

C. Procedure for Meal Credit Cards for Academy Students

The Charlottesville Police Department may provide each employee who resides at CSCJTA while assigned to attend basic training a city credit card to be used for the purchase of breakfast, lunch and dinner. CPD may provide each employee who commutes daily to CSCJTA while assigned to attend basic training a city credit card to be used for the purchase of lunch only. All purchases are restricted to a fifteen mile radius of CSCJTA. Employee utilization of the assigned credit card must comply with Section IV.A of this policy in addition to the following:

1. For employees residing at CSCJTA, the use of the credit card is authorized based on a four-day a week, ten-hour day class schedule. This amount may be increased when training temporarily extends to five days per week. As detailed in the schedule below, the first working day of the week excludes breakfast and the last working day of the week excludes dinner.
  - a. Day 1: Lunch (\$14) and Dinner (\$16) only (\$30/day max)
  - b. Day 2: Breakfast, Lunch and Dinner (\$35/day max)
  - c. Day 3: Breakfast, Lunch and Dinner (\$35/day max)
  - d. Day 4: Breakfast (\$5) and Lunch (\$14) only (\$20/day max)
2. For employees commuting daily to CSCJTA, the use of the credit card is authorized for a four-day a week, ten-hour day class schedule and is for the purchase of lunch only. This amount may be increased when training temporarily

extends to five days per week. The daily lunch per diem is \$14 and is inclusive of the cost of meals tax and tip.

3. Credit cards are only to be used during days that training is scheduled. Use of credit cards on non-training days (weekends, holidays, etc.) is prohibited.
4. Only food items may be purchased with the card.
5. The officer may not purchase food for any other person, including family members, with the credit card.
6. Failure to comply with the department or City's credit card policies may result in the loss of the use of the card and any meal provisions as well as disciplinary action.

D. Use of Personal Funds or Vehicle for Work Related Causes:

1. Employees are highly discouraged from using personal funds for any work related expenses and should only do so with prior approval or in exigent circumstances.
2. In the event an employee does expend personal funds they should seek reimbursement as soon as possible and not more than 48 business hours after expenditure.
3. Employees shall complete an expense reimbursement form, attach the receipt and submit the documentation through the appropriate chain of command for approval.
4. The use of an employee's personal vehicle is discouraged and must be approved in advanced by a commander.
  - a. To obtain reimbursement for the approved mileage, the employee shall complete an expense reimbursement form and route through the appropriate chain of command for approval. Mileage reimbursements are processed at the City's approved reimbursement rate.

E. Credit Card Disputes with Retail Providers:

1. If items purchased with the credit card are found defective or the repair or services faulty, the assigned credit cardholder has the responsibility to ensure the item is returned to the merchant for replacement or to receive a credit on the purchase.
2. Cash refunds will not be permitted. The card must be credited and a copy of the credit receipt must be submitted to Fiscal staff.
3. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in dispute.
  - a. Disputed charges must be reported within 60 days to Fiscal staff in accordance with credit card issuer's instructions.
  - b. The Department of Finance may be contacted for the necessary information as required by the credit card issuer to properly dispute charges.

F. Review and Approval of Purchases:

General Order 344.00  
Revised 12/09/2019

1. All credit card transactions are to be reviewed/audited by Fiscal staff for compliance with the department's Credit Card Usage Policy 344.00 and the City's Credit Card Usage policy.
  - a. If any purchases are improper, whether by the item, over per diem rates, excessive tipping, etc., the employee will be provided written notification outlining the corrective action required.
  - b. In the event the explanation does not warrant the charge the employees will reimburse the city by cash, check or money order within 48 hours of notice.
2. Upon completion of the review/audit, Fiscal staff will who will promptly process the credit card charges in SAP, obtain the appropriate Division signatures and forward each credit card packet to Finance by the given deadline to avoid any bank imposed late fees.

#### H. Lost or Stolen Credit Cards

1. Should any cardholder lose or have the credit card in their possession stolen, it is the responsibility of that cardholder to immediately notify Fiscal staff for follow up with the Finance Office.

#### I. Violations

1. Violations of City or Police Department credit card policy may result in reimbursement of charges outside of established guidelines and may result in the department member being subject to disciplinary action and/or criminal prosecution.