



City of Smyrna

2800 King Street
Smyrna, GA 30080
www.smyrnacity.com

Issue Sheet

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In Control: City Council

File Type: Policy

Agenda Number: G.

WARD: City Wide

COMMITTEE: Finance

\$ IMPACT: None

Agenda Title:

Approval of the 2017 Purchasing Card Policy Manual for the City of Smyrna VISA Purchasing Card Program and authorize the Mayor to sign all related documents

ISSUE:

Approval of the 2017 Purchasing Card Policy Manual for the City of Smyrna VISA Purchasing Card Program. The Purchasing Card program is the outcome of a redesign project initiated to develop a procurement process that is simpler, more efficient, and better serves the City, providing a program that can be monitored to insure proper expenditure of taxpayer funds.

BACKGROUND:

The Purchasing Card is a VISA program, managed by State of Georgia and Bank of America and monitored by the City of Smyrna. The Purchasing Card has been implemented to provide departments with a more efficient program for making single purchases less than \$5000.00. Purchases will be charged directly to departmental account numbers and will show in budgets/financial statements. The City will issue, via SunTrust Bank, one payment each month to VISA for all Purchasing Card purchases.

The Purchasing Card Policy Manual outlines the following stipulations for users: Cardholder Responsibilities, Unauthorized Purchases, How to Make a Purchase, Transaction Limits and Card User Profiles, Monthly Statement Reconciliation, Handling Discrepancies/Returning Purchases, and Suspension of Purchasing Card Privileges. The Purchasing Card Policy Manual also includes the following Exhibits: Purchasing Card Missing Receipt Form, Purchasing Cardholder Agreement, and Sample Purchasing Card.

RECOMMENDATION/REQUESTED ACTION:

Staff recommends approval.

