AGENDA ITEM HISTORY SHEET

ITEM TITLE	AGENDA NO. 15
Resolution 2025-53 Credit Card Policy	AGENDA DATE: 12/15/2025

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

GB 12/8/25

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

Changes include: Use of online sign-ins must be connected to a city email account (i.e. Amazon Business); updates on prohibited charges

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

Motion to approve and adopt updated policy.

RESOLUTION NO. 2025 - _____

RESOLUTION REGARDING AN UPDATED CREDIT CARD POLICY FOR THE CITY OF BRYANT

WHEREAS, The City Council of the City of Bryant desires to adopt this attached updated Credit Card Policy.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

1. The City Council of the City of Bryant hereby adopts the attached updated Credit Card Policy.

PASSED AND APPROVED this 16th day of December, 2025.

APPROVED: _____
Chris Treat, Mayor

ATTEST: _____
Mark Smith, City Clerk

2025

Credit Card Policy

CITY OF BRYANT, ARKANSAS

Credit Card Policy

The City has obtained city credit cards to provide City employees with a method of payment for certain City business (default for a city purchase should be through the normal PO process. If a credit card is used instead there needs to be a reason i.e. emergency, time savings, on line, etc.). Certain full-time employees are eligible to use city credit cards (part time employees must have written permission from the Dept Head). Cards will not automatically be issued; issuance will depend on the demonstration of need for the use of the card.

All receipts substantiating the use of city credit cards are due to the Department Credit Card Administrators within 24 hours of use of the card. If the city credit cards are used while on approved city travel or training, then receipts are due within 24 hours of return from the travel.

All items supporting purchases made on a city credit card are required to be turned into the Finance Department (electronically via scanning into the GL software), typically by the third business day of the following month. Supporting items must include but are not limited to

(1) the date of each purchase
(2) the name, address, email and phone number of the vendor from whom the purchase was made (these should be on the W9)
(3) the purchase order approved for the purchase including a description of the city purpose of what was purchased
(4) the receipt from the vendor of the purchase

The city credit cards are the property of the City and must be returned to the Finance Department upon separation from employment (including administrative leave or suspension) with the City of Bryant, AR or whenever requested by the Finance Department. City credit cards must be requested by the Department Head (a minimum of 30 days after the employee's start date) from the Finance Department. The Finance Department assumes that the Department Head and the Human Resources Director have made sure that the employee for whom a request is being made has that level of monetary authority approved within their job description. It is the responsibility of the Dept Head and the HR Director to assure this before requesting a card from the Finance Department. Card amounts/limits are set by card as noted on page 2 of this document. Finance will default to a limit of $2500. Justification for an increase from the default must be supplied by the Department Head.

Employees who are issued a city credit card or will be using the department card issued (either for temporary or permanent use) will be required to sign a BRYANT CREDIT CARD FORM outlining this policy.

All City of Bryant credit cards must be maintained in a secure location. Cardholders shall not permit anyone to use the card assigned to them for any purpose. City credit cards may not be used for any personal purchases.

Use of on-line sign-ins must be connected to a city email account. If possible, the account must also be a business or not for profit account and not a personal account (Such as Amazon Business or Not for Profit Accounts). Audits of these platforms may be conducted by the IT or Finance depts at any time.

Immediately upon discovering a city credit card has been lost or stolen the cardholder is required to call the number on the back of the card (please write this phone number down and keep it somewhere

separate from the card) and report the loss or theft, then immediately email or call the Finance Department and report the loss or theft to them as well.

Possession of a city credit card does not by itself constitute authorization to make purchases. Types of payments need to be approved with the Department head prior to card use. All other city purchasing guidelines must be followed when using the card i.e. quotes on items over $5000 (taxes and freight included), public bidding on items over ACA 12-22-102, obtaining a W9 Form from a vendor before buying from that vendor, etc. Four or five misc. vendors exist in the system for fuel, hotels, taxi cabs/uber/transportation and parking etc. These exist for small, unlikely to be used again, possibly out of state vendors where the city 1099 requirement for a W9 will not be met within one calendar year per the IRS. Please call or email the Finance Director if you have questions about using one of these Misc. Vendors for a specific instance.

Anything purchased using a city credit card must be delivered to one of the following city facilities addresses:

1) City Hall 210 SW 3rd Street Bryant, AR 72022
2) Courts 208 SW 3rd Street Bryant, AR 72022
3) Bishop Center at 6401 Boone Rd Bryant, AR 72022
4) Animal Control at 25700 Interstate 30 Bryant, AR 72022
5) Central Fire Station and the Police dept at 312 Roya Lane Bryant, AR 72022
6) Fire Station #2 at 1601 S. Reynolds Rd. Bryant, AR 72022
7) Fire Station #3 at 2620 Northlake
8) Public Works Office 1017/1019
9) Wastewater Treatment Plant at 7064 Cynamide Road Bryant, AR 72022

City credit cards may not be used to purchase capital items (items which cost over $5000 and will have a life of more than two years per Council Policy). Capital items are indicated by beginning with a 58XX account in the General Ledger.

This policy was drafted and approved by Council at the December 16, 2025 Council meeting. It supersedes and replaces any previously related policies.

Allowable Purchases

Credit cards may be used for the following purposes only, subject to pre-approval:

- To confirm lodging reservations under the City policy concerning travel
- To pay lodging charges under the City policy concerning travel
- To pay for allowable meal charges under the City policy concerning travel
- Parking and shuttle fees
- Car rental under the City policy concerning travel
- Air fare under the City policy concerning travel
- The purchase of training materials at conference and seminars
- Gas purchases when traveling, only if the employee is not using their personal vehicle and receiving or seeking to receive the standard mileage rate reimbursement
- Internet orders for specific City business purchases only
- Retail purchases for specific City business purchases only

Prohibited Transactions

The City credit card shall not be used for the following purchases:

- In town-meals without a proven business such as a City hosted event.
- Purchases which were incurred before receiving required approval.
- Purchase of items for personal or non-City use, regardless of whether the employee intends to reimburse the City or bank for the amount of the purchase.

- Purchase of items in violation of the City's travel policy.
- Use of the credit card for cash advances.
- Exceeding the credit card limit.
- Non-recurring charges incurred by an employee who is separated from employment or when requested to turn in their card by the Mayor, Department Head, or Finance Director.
- Failure to turn in parking slips, receipts or other back- up documentation to the Finance Department within 3 business days of statement availability date for the purpose of establishing accountable reconciliation procedures.
- No show charges for hotels and car rentals.
- First or business class airfare upgrades.
- Gifts to friends or relatives in lieu of meals and lodging.
- Life travel accident insurance premiums.
- Parking fines and traffic tickets.
- Personal care items.
- Personal clothing or personal clothing rental.
- Laundry, valet, or dry-cleaning charges.
- Personal entertainment such as, but not inclusive to, hotel room movies, newspapers, magazines, health club facilities, etc.
- Repairs or towing of personal vehicles.
- Babysitting/personal pet sitting
- Expense for travel companions
- Mini-bar refreshments or other snacks in addition to the meal reimbursement
- Alcohol
- Basic monthly charges for personal cell phones
- Home internet service charges
- Funeral Flowers or donations
- Party items unless the public is invited
- Any non- City of Bryant related business, services or purchases.

BRYANT CREDIT CARD FORM

As a user of a City of Bryant city credit card I understand what is required of me in order to continue to have access to the credit card (outlined on page 1,2 and 3 of this Policy). I understand that if I do not comply, that I may be held personally financially responsible and that I may lose my purchasing privileges and/or be subject to disciplinary action. I understand that any balance for which I am personally financially responsible might be withheld from my future payroll from the City of Bryant as a condition of my employment.

_____ _____ _____ _____ Signature

Printed Employee Name Dept Head Signature Date

_$_____

Dept Head Requested Card Amount (This field cannot be left blank. It must contain a minimum of $2500 ($30,000 annually) or higher if deemed necessary by the Dept Head.