RESOLUTION NO. R-26-09

A RESOLUTION OF THE CITY COUNCIL OF GARLAND, UTAH, ADOPTING A CITY CREDIT CARD USE POLICY; APPROVING AND INCORPORATING "EXHIBIT A" AS THE OFFICIAL CITY CREDIT CARD USE POLICY; AUTHORIZING IMPLEMENTATION; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, Garland ("City") is a Utah municipal corporation organized and existing under the laws of the State of Utah; and

WHEREAS, the City Council is authorized to establish administrative policies, financial controls, and internal operational procedures necessary for the proper stewardship, management, and accountability of public funds and municipal resources; and

WHEREAS, the City recognizes that the use of credit cards, purchasing cards, procurement cards, fuel cards, travel cards, and other similar payment instruments may provide operational efficiency, timely procurement of goods and services, and improved administrative flexibility for authorized City business; and

WHEREAS, the City Council further recognizes the importance of establishing clear standards, responsibilities, limitations, approval procedures, documentation requirements, reimbursement obligations, and accountability measures relating to the issuance and use of such cards; and

WHEREAS, City staff has prepared a proposed City Credit Card Use Policy, attached hereto as Exhibit A, which establishes uniform standards governing the issuance, possession, use, oversight, reconciliation, and administration of City-issued credit cards and related payment instruments; and

WHEREAS, the City Council has reviewed the proposed policy, finds that adoption thereof is in the best interests of the City, promotes sound fiscal management, enhances transparency and accountability, and supports efficient municipal operations; and

WHEREAS, the City Council desires to formally adopt said policy as an official administrative policy of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GARLAND, UTAH, AS FOLLOWS:

Section 1. Adoption of Policy.
The City Council hereby approves, adopts, and incorporates by reference the City Credit Card Use Policy, attached hereto as Exhibit A, as though fully set forth herein, and declares the same to be the official policy of the City governing the issuance and use of all City-issued credit cards, purchasing cards, procurement cards, fuel cards, travel cards, and other similar payment instruments.

Section 2. Exhibit Incorporated.
The document attached hereto and identified as "Exhibit A – Garland City Credit Card Use Policy" is hereby incorporated into this Resolution by this reference and shall be maintained with the official records of the City.

Section 3. Administrative Authority.
The Mayor of the City is hereby authorized and directed to implement, administer, interpret, and enforce the provisions of the adopted policy, including the authorization of card issuance, assignment, suspension, revocation, and other administrative actions consistent with the terms of said policy.

Section 4. Applicability.
This Resolution and the attached policy shall apply to all elected officials, appointed officials, officers, employees, departments, boards, commissions, volunteers, and other persons authorized to use City-issued payment instruments, as more specifically set forth in Exhibit A.

Section 5. Prior Practices Superseded.
To the extent any prior administrative practices, procedures, memoranda, directives, or informal policies of the City are inconsistent with the provisions of this Resolution or Exhibit A, such prior practices are hereby superseded.

Section 6. Severability.
If any provision of this Resolution is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of the remaining provisions hereof.

Section 7. Effective Date.
This Resolution shall take effect immediately upon its adoption and approval as provided by law.

PASSED AND ADOPTED this ____ day of May 2026.

By: ______________________
Danny Austin, Mayor

ATTEST:

____
Acting City Recorder

Approved as to form:

____
Steve Brooks, City Attorney

VOTING:

Jeanette Atkinson	Yes ✓	No ___
Josh Munns	Yes ✓	No ___
Tena Allen	Yes ✓	No ___
Sharla Nelson	Yes ___	No ___
Jim Hall	Yes ✓	No ___

Exhibit A

Credit Card Use Policy
Garland City, Utah

Purpose
The purpose of this policy is to provide clear guidelines for the use of credit cards by Garland City employees, elected officials, and authorized personnel in order to maintain fiscal responsibility, prevent misuse, and ensure accountability.

Scope
This policy applies to all employees, elected officials, and other authorized personnel who are issued or use Garland City credit cards for official business on behalf of Garland City.

1. Issuance of Credit Cards

1.1. Garland City credit cards shall only be issued to employees or officials who require a card for purchasing goods or services necessary to perform their duties.
1.2. The Mayor shall approve and maintain a list of all authorized cardholders.
1.3. Each cardholder must sign a statement acknowledging that they have received, read, and agree to adhere to this policy prior to receiving the credit card.

2. Authorized Use

2.1. Credit cards may only be used for official Garland City business, including purchasing goods, services, travel-related expenses, and other approved operational costs.
2.2. Personal use of Garland City credit cards is strictly prohibited.
2.3. Cardholders must obtain pre-approval from the mayor for any expenditure exceeding $1,000 or for purchases not covered by existing contracts or standard operating procedures.
2.4. The Garland City credit card is issued to an individual employee and is for that employee's use only.

- The cardholder is solely responsible for safeguarding the card at all times.
- The card must remain in the physical possession of the assigned cardholder.
- No other employee, contractor, or third party is permitted to:
    - Use the card
    - Store or hold the card
    - Maintain or track the card on behalf of the cardholder
- Card details (card number, CVV, expiration date) must not be shared with any unauthorized individual.

3. Unauthorized Use

3.1. The following uses are strictly prohibited:

- Personal purchases of any kind
- Purchases not related to business operations
- Allowing another person to use the card under any circumstances
- Splitting personal and business expenses in the same transaction
- Use of the credit card for personal expenses, cash advances, or other non-Garland City purposes is strictly prohibited.

3.2. Any unauthorized use will result in disciplinary action, including potential termination, and the cardholder may be required to reimburse Garland City for any inappropriate charges.

4. Documentation and Record Keeping

4.1. Cardholders must provide detailed receipts for all credit card transactions. The receipts must clearly indicate the business purpose of the transaction.

4.2. Cardholders must submit receipts and any required documentation (such as travel authorizations or purchase justifications) to the Treasurer within 5 business days of the transaction.

4.3. Failure to submit appropriate documentation may result in suspension of credit card privileges.

5. Spending Limits and Restrictions

5.1. The Mayor shall set individual spending limits for each credit card based on departmental needs and budgetary considerations.

5.2. Cardholders may not exceed the approved spending limit on their credit card without prior written authorization.

5.3. Cardholders must adhere to state procurement guidelines and applicable Garland City ordinances, rules or policies when using the credit card.

6. Monthly Reconciliation

6.1. The Treasurer will issue monthly credit card statements to each cardholder for reconciliation.

6.2. Cardholders must verify all charges, attach corresponding receipts, and submit the reconciled statement to the Treasurer within 5 business days.

6.3. Any discrepancies or disputed charges must be reported immediately to the Treasurer for investigation and resolution.

7. Card Security

7.1. Cardholders are responsible for safeguarding their Garland City credit card and account information.

7.2. Lost or stolen credit cards must be reported to the Treasurer and the card issuer immediately.

8. Termination of Employment

8.1. Upon resignation, retirement, or termination, the employee must return their credit card to the Treasurer before their final day of employment.

8.2. Any outstanding balances or unresolved transactions must be reconciled prior to separation.

9. Enforcement

9.1. Violations of this policy may result in disciplinary action, including suspension of credit card privileges, repayment of unauthorized or unsupported charges, and possible termination of employment.

9.2. Any suspected misuse of Garland City credit cards may be referred for further investigation and potential legal action.

10. Review and Amendments

This policy shall be reviewed annually by the Treasurer and updated as necessary to reflect changes in laws, regulations, or Garland City practices.

By implementing this policy, Garland City ensures the responsible use of public funds and compliance with local, state, and federal regulations.

11. Travel-Related Expenses

11.1. Credit cards may be used for travel-related expenses such as lodging, meals, transportation, and conference registration fees, provided the expenses are pre-approved by the cardholder's supervisor, department head or the mayor.
11.2. All travel-related purchases must comply with Garland City's travel policy, including adherence to per diem rates and restrictions on luxury or unnecessary expenditures.
11.3. If a cardholder incurs personal expenses during travel, they must clearly distinguish those expenses and reimburse Garland City within 15 days of the return date.

12. Purchase of Goods and Services

12.1. The Garland City credit card may be used to purchase supplies, equipment, and services necessary for the operation of Garland City functions.
12.2. All purchases must be for items or services that are necessary, cost-effective, and directly related to Garland City business.
12.3. Whenever possible, cardholders should utilize existing contracts, vendors, or group purchasing agreements to ensure Garland City receives the best value.
12.4. Splitting purchases to circumvent spending limits or procurement policies is strictly prohibited.

13. Emergency Use

13.1. In cases of emergency, Garland City credit cards may be used for urgent purchases or expenses needed to protect public safety, Garland City property, or maintain essential services.
13.2. Any emergency-related expenses must be reported to the Treasurer as soon as possible, and the cardholder must provide a detailed explanation of the nature of the emergency and justification for the purchase.
13.3. Post-incident review of emergency transactions may be conducted to ensure compliance with this policy and identify potential improvements in the emergency response process.

14. Credit Card Monitoring and Audits

14.1. The Treasurer is responsible for monitoring the use of all Garland City credit cards and conducting regular audits to ensure compliance with this policy.
14.2. Periodic audits may include a review of receipts, documentation, purchase justifications, and credit card statements to identify any misuse or policy violations.
14.3. The results of audits will be reported to department heads and mayor, and where appropriate, to the Garland City legislative body for further action.

15. Disputed Charges

15.1. If a cardholder identifies a disputed charge on their credit card statement, they must notify the Treasurer immediately and provide all relevant documentation.
15.2. The Treasurer will assist in resolving disputed charges with the card issuer, including following any formal procedures for contesting charges.
15.3. Cardholders are responsible for following up on disputed charges and ensuring

resolution within the timeframe allowed by the card issuer.

16. Awareness

16.1. All cardholders will be required to read the provisions of this policy, and applicable state and Garland City purchasing regulations.

16.2. Cardholders will also be provided with updates on any changes to this policy or related regulations.

17. Cardholder Responsibilities

17.1. Cardholders are responsible for adhering to this policy and ensuring that all purchases made with Garland City credit cards are in the best interest of Garland City.

17.2. Cardholders must immediately report any lost, stolen, or compromised credit cards to the Treasurer and the card issuer.

17.3. Cardholders must ensure that all transactions comply with budgetary limits and that no unauthorized or excessive charges are made on the credit card.

18. Consequences of Non-Compliance

18.1. Non-compliance with this policy may result in loss of credit card privileges, disciplinary action, reimbursement for unauthorized charges, and/or termination of employment.

18.2. In cases of serious misuse, Garland City may pursue legal action, including civil or criminal proceedings, to recover funds and hold individuals accountable for fraudulent or negligent use of public resources.

18.3. Elected officials found in violation of this policy may face censure, removal from office, or other actions as deemed appropriate by the governing body.

19. Reporting and Transparency

19.1. The Treasurer shall prepare an annual report on Garland City credit card usage, summarizing total expenditures, significant purchases, and any findings from audits or reviews.

19.2. This report will be shared with the Garland City governing body and made available to the public in accordance with state transparency and open records laws.

19.3. Any instances of significant misuse or policy violations will be included in this report, along with corrective actions taken by Garland City.