



Office of the City Auditor  
Policies and Procedures

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**Number:** 7.8.2**Title:** Credit Cards

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**Original Date:****Revision Date:****Approved by:**

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[Helen Niesner]

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**I. Policy**

The City Auditor will authorize the issuance of City credit cards to certain individuals in the organization to use for official OCA business needs.

**II. Purpose**

To establish authorized uses of credit cards that go beyond those stated in Administrative Bulletin #95-04, City of Austin Citywide Credit Card Policy.

**III. Definitions**

None

**IV. Procedures**

Purchases using an OCA credit card may be made for items such as subscriptions or books when the transaction cost of the purchase exceeds the value of the item.

**IV. Responsibilities**

- A. The **City Auditor** will authorize which individuals in OCA may have City credit cards.
- B. The **holder of the City credit card** will:
1. Follow this policy and the City Administrative Bulletin #95-04,
  2. Safeguard the credit card,
  3. Not buy any personal items for self, family, or friends, and
  4. Relinquish the card upon request by the City Auditor.

