

PURPOSE

The Commercial Card is a charge card, which provides the City of Warrenville with an alternate method of purchasing needed goods and services, with in the provisions of the City Purchasing Procedures.

- The Commercial Card enables employees to order and receive products or services directly from any MasterCard vendor.
- The Commercial Card gives employees the power and flexibility to purchase supplies and services when the organization needs them.
- The Commercial Card means employees may get faster delivery and low cost items, because there is less paperwork.

POLICES

A. GENERAL

City Commercial Cards are issued to the following positions with pre-approval of the Finance Director, Department Head and City Administrator:

- City Administrator
- Assistant City Administrator
- ~~City Clerk~~
- Finance Director
- Senior Accountant
- Community and Economic Development Director
- Assistant Community Development Director
- Chief Code Official
- ~~Senior Planner~~
- Senior Civil Engineer
- Police Chief
- Deputy Police Chief
- ~~Deputy~~ Public Works Director
- ~~Streets Lead Supervisor~~ Capital Maintenance Superintendent
- Utility ~~Lead Supervisor~~ Maintenance Superintendent
- Lead Supervisor Facilities Maintenance

No person other than the person to whom the Commercial Card is issued, or his or her expressly authorized designee is authorized to use the assigned Commercial Card.

The Commercial Card is to be used for purchases within maximum various dollar limits for any single transaction, or number of transaction during a statement cycle. It is the card holder’s responsibility to obtain and submit a receipt for all purchases made. The Department Head or Finance Director may set lower limits on the Commercial Card for the maximum dollar amount per transaction, as well as the maximum number of transactions that can occur within a