



# Staff Report

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- Agenda Item:**           **WORKSESSION REGARDING THE FINANCIAL OPERATION GUIDE REVISIONS-** Discussion and direction regarding revisions to the Financial Operations Guide for the Town of Clarkdale.
- Staff Contact:**           Carlton Woodruff, Finance Director
- Meeting Date:**           January 13, 2009
- Background:**           The Financial Operations Guide is a reference document and will be used by all departments. The guide is to be used to educate employees and facilitate the proper processes and documentation of all financial activity.
- Recommendation:**       This is a worksession and no action is required, however, direction to staff would be appreciated.

TOWN OF CLARKDALE  
FINANCIAL OPERATIONS GUIDE

JANUARY 1, 2009 THIRD REVISION

PREPARED BY TOWN STAFF

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SUBJECT: INTRODUCTION

PURPOSE: The purpose of this manual is to set forth those policies and procedures established to govern and to implement all aspects of fiscal policy and financial management related to the Town of Clarkdale. The general purpose of this document is to provide a working guide to established financial policies and procedures.

I. RESPONSIBILITIES

Clarkdale's Town Code charges the Town Clerk or the Town Manager with implementing the financial policies of the Town Council. All matters discussed in this operations guide shall be carried out within applicable laws and regulations, and with generally recognized principles of good financial management and accounting.

II. AMENDMENTS

This guide is written in sections, by subject, with the flexibility to be revised. The revision number and the effective date of the revision will be in the top right hand corner of each page.

III. COMMENTS/CLARIFICATION OF POLICY

All comments and requests for clarification of this guide should be addressed to the Town's chief financial officer.

SUBJECT: PAYROLL

POLICY: To establish standard procedures for the disbursement of funds to employees, of the Town of Clarkdale, for work performed for the Town, to insure that all work performed is authorized and accounted for properly, and to maintain payroll files.

I. INITIATION, STATUS CHANGES and PAYROLL WITHHOLDINGS

Original authority for placing an employee on the payroll, authority to execute any change of employee status, or authority to remove an employee from the payroll will be recorded on a properly executed "Personnel Action Report" (exhibit A). Authority for initial federal and state income tax withholdings and subsequent changes will be recorded on a properly executed "W-4" form and "A-4" form (exhibits B and C). The original authority for court ordered withholdings shall be a copy of the court order. The Accounting Clerk shall enter the initial or change in status and the initial or change in withholding information into the computer payroll program and initial each document entered. The documents shall then be returned to the Personnel Manager (Assistant Town Manager) to be placed in the employee's permanent file.

II. RECORDS

A file shall be maintained for each employee by the Accounting Clerk. All "Employee Time Sheets" (exhibit E), and copies of all payroll checks and stubs will be included in this file. Records of hours paid, wages earned, all deductions, and calendar year to date records will appear on the paycheck stub.

III. PAY PERIODS

A bi-weekly pay period of Sunday through Saturday shall be used for all employees.

IV. TIME SHEETS

The "Time Sheet" (exhibit E) forms for the pay period shall be collected by the person so designated and turned into the Accounting Clerk by 10 A.M. on the first Monday after the end of the pay period. Unless notified in advance by the Finance Department of a due date change.

Any approved Paid Time Off (PTO) hours shall be included on the "Time Sheet" (exhibit E) form.

Any approved Illness Bank (IB) hours shall be included on the "Time Sheet" (exhibit E) form.

SUBJECT: PAYROLL

V. PAID TIME OFF (PTO)

Comp time will be used before any PTO accumulation is to be used.

Any employee requesting PTO shall fill out a 'Request for P.T.O.' form (exhibit F) and have it approved by his or her supervisor. The employee will report the PTO time on the "Time Sheet" form.

VI. DATA ENTRY AND PAYROLL REGISTER

Hours worked and the account numbers for the work done are entered into a conversion program, by the Accounting Clerk, from approved "Employee Time Sheet" forms. The "Employee Time Sheet" form is initialed by the Accounting Clerk after input of the hours and account numbers. The program produces an adjusted hours report.

The Accounting Clerk will then enter the adjusted hours into the computer payroll program. A "Time Edit" report is generated and the Accounting Clerk checks it against the "Adjusted Hours" report. The net payroll is then calculated by the computer and a Preliminary Payroll Register is generated. The register is then checked for accuracy by the Accounting Clerk. If correct the Preliminary Register is filed. If needed, corrections are made to the Adjusted Hours Report and the procedure repeated.

VII. CHECK RUN, SIGNING AND DISBURSEMENT

The Accounting Clerk generates, from the computer, the payroll checks and Final Check Register.

The checks are forwarded to the Mayor (or Vice Mayor) for elected official signature and then to the Town Clerk or the Town Manager for staff signature.

On the first Wednesday after the end of the pay period, the original paycheck is held in the Finance Department for the employee to pick up on Thursday. The signed Time Sheets are attached to the Payroll copies of the checks and are then filed by employee name. If a physical check is cut for the employee, they must pick the check up or have a signed authorization form on file. If DD stubs have not been picked up during payday, they are placed in DH mailbox for department distribution.

SUBJECT: TRAVEL AND TRAINING

POLICY: The policy of the Town of Clarkdale is to encourage training opportunities for employees and supervisors so their services rendered to the Town shall be made more effective, and that employees may become, at the same time, qualified for promotion to higher level positions. The Department Head and the Finance Director, consistent with the budget and this policy, shall authorize attendance at conferences, seminars, meetings and conventions that directly benefit the Town of Clarkdale.

I. Eligible Individuals

- A. Town employees (classified, part-time classified, and non-classified employees)
- B. Others - Members of boards, commissions, authorities, council members and committees who are not employees of the Town yet serve the Town as members on these boards, commissions, authorities, councils and committees.

II. General Travel Principles - The Town shall authorize employee travel in accordance to the following principles:

- A. All Town travel arrangements should reflect an understanding of the Town of Clarkdale Travel Policy.
- B. Travel is usually warranted when personal contact is the most economical method of conducting official Town business.
- C. Employees may attend educational or training seminars if funds for that purpose are available and such training is directly job related.
- D. The most economical method of transportation shall be selected in terms of expense to the Town and the employee's time away from the office.
- E. Employee travel, in-state and out-of-state, is conducted according to the Town Travel Policy regardless of funding source (i.e. Grant requirements do not supersede the Town requirements).
- F. Shared lodging is encouraged, wherever possible. Non-shared lodging requires approval of the department head.
- G. Any travel claims shall be submitted to the Finance Department within five (5) days after the end of the trip.

III. Procedure

Employees desiring to attend schools, conferences, conventions, seminars, and other official meetings, shall submit a Travel

SUBJECT: TRAVEL AND TRAINING

Request Form to the Finance Director or his/her designee, not later than ten (10) working days prior to the date that travel for such schooling or training is to commence.

The Travel Request Form must be accompanied with a Travel Compensation / Reimbursement Report depicting all the anticipated expenditures and documentation. Quotes for lodging and registration forms shall be attached to the Travel Request Form. All forms shall be printed or typed and complete in their entirety and submitted to the Finance Director for review and authorization within the previously mentioned time frame. No training outside the local area for which compensation is requested shall be authorized, nor will compensation be made, unless the travel request form has been completed and authorized by the Department Head and Finance Director prior to departure as provided herein, except one-day (not overnight) out-of-town travel.

Subsistence expenses, such as lodging for official trips, shall be compensated on the basis of the actual expenses incurred for the lowest reasonable comparative rates. Meals shall be based on the per-diem schedules listed on page 3 of 8 of this section.

IV. Travel Compensation Guidelines

- A. Tips and other gratuities for all meals are included in the Per Diem.
- B. The Town shall compensate expenses only when the expenses are incurred during the performance of official duties of the Town employee and for the Town's benefit.
- C. Subsistence will not be permitted when the training received is for the direct benefit of the employee and not required by the job.
- D. Only those costs requested on the travel request form authorized by the Department Head and the Finance Director will be approved for compensation.
- E. Employees having questions concerning subsistence and travel allowance should obtain a determination from the Finance Director when completing the Travel Request Form.
- F. An employee on Town travel status who extends the travel for his own convenience or enjoyment when such is not required by the Town, will not be entitled to the allowance for that meal or if applicable, lodging.
- G. The Department Head shall approve or disapprove the travel request (Exhibit G).
- H. If approved, the employee requesting travel funds shall submit the "Check Request Form" (exhibit P) with a copy of the Travel Request Form to the finance office for preparation of a voucher.

SUBJECT: TRAVEL AND TRAINING

V. In-State Lodging and Meal Per-Diem

A. In-State Lodging - the following policy is to be utilized by eligible individuals who are contemplating traveling within the State of Arizona boundaries.

1. Eligibility
  - a. Employee must be on authorized travel status.
  - b. Travel must be outside a 100-mile radius of the corporate Town limits and a multi-day event.
  - c. Lodging must be at a commercial establishment.
  - d. Employee is required to submit three quotes for lodging in the general area if the recommended block of reserved rooms costs over \$100.
  - e. Employee is required to request the lowest available rate, traditionally being governmental.
2. Documentation
  - a. The commercial establishment's original receipt is required.
  - b. Lodging receipts must be itemized.
  - c. If original lodging receipt is lost or destroyed:
    - 1) A photocopy may be submitted with the statement Treat as the Original.
    - 2) The employee and the department head must sign the photocopy.
    - 3) If a photocopy is not available and cannot be obtained from the commercial establishment, then a canceled check or credit card receipt showing the payment of the lodging may be used.

B. Meals and Incidental Expenses (MIE) - Per Diem

1. Eligibility
  - a. Employee must be on authorized travel status.
  - b. Travel must be outside a 20-mile radius of the corporate Town limits.
  - c. Meals must be at a commercial establishment.
2. Documentation - Compensation is based on the schedule listed on the following page and no receipts are required.
3. Meal allowances
  - a. Breakfast - Is reimbursable when travel commences on or before 6:00 a.m. and the traveler's normal workday is extended by two hours.
  - b. Lunch - Is reimbursable if the traveler is in travel status for a period of 6 hours or more and travel commences on or before 11:00 a.m. and ends at or after 2:00 p.m. and the travel is outside the 20-mile radius from the corporate Town limits. Traveler must indicate the time and place travel begins and ends.

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- c. Dinner - Is reimbursable when travel extends to 7:00 p.m. or beyond and the traveler extended his/her normal workday by three hours or when the traveler leaves for overnight travel on or before 6:00 p.m.
- 4. Meals Provided
  - a. The traveler is not entitled to a meal allowance for meals provided at the conference, seminar or lodging site.
  - b. If a special meal is required due to dietary restrictions, notice must given in writing at the time of compensation request.

C. Clarkdale/Day Travel Rates

Breakfast Meal	\$6.00
Luncheon Meal	\$8.00
Dinner Meal	\$14.00

D. In State Travel (Overnight Stay)

Depart Clarkdale on or prior to 6:00 a.m.	\$28.00
Depart Clarkdale prior to 11:00 a.m.	\$22.00
Depart Clarkdale after 11:30 a.m.	\$14.00
Daily rate thereafter	\$28.00
Lodging - As approved by the Department Head and Finance Director in accordance to the lodging policy	

When returning to Clarkdale, the day travel rates (per diem) will be in effect.

VI. VI. Out-of-State Lodging and Meal Per-Diem

- A. Out-of-State Lodging - the following policy is to be utilized by eligible individuals who are contemplating traveling outside the State of Arizona boundaries.
  - I. Eligibility
    - a. Employee must be on authorized travel status.
    - b. Travel must be outside the State of Arizona boundaries.
    - c. Lodging must be at a commercial establishment.
    - d. Employee is required to submit three quotes for lodging in the general area if the recommended block of reserved rooms costs over \$100.

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- e. Employee is required to request the lowest available rate, traditionally being governmental.
- 2. Documentation
  - a. The commercial establishment's original receipt is required.
  - b. Lodging receipts must be itemized.
  - c. If original lodging receipt is lost or destroyed:
    - 1) A photocopy may be submitted with the statement Treat as the Original.
    - 2) The employee and the department head must sign the photocopy.
    - 3) If a photocopy is not available and cannot be obtained from the commercial establishment, then a canceled check or credit card receipt showing the payment of the lodging may be used.
- B. Meals and Incidental Expenses (MIE) - Per Diem
  - 1. Eligibility
    - a. Employee must be on authorized travel status.
    - b. Meals must be at a commercial establishment.
    - c. Travel must be outside the State of Arizona boundaries.
  - 2. Documentation - Compensation is based on a schedule listed on the following page and no receipts are required.
  - 3. Meal allowances
    - a. Breakfast - Is reimbursable when travel commences on or before 6:00 a.m. and the traveler's normal workday is extended by two hours.
    - b. Lunch - Is reimbursable if the traveler is in travel status for a period of 6 hours or more and travel commences on or before 11:00 a.m. and ends at or after 2:00 p.m. and the travel is outside the 20-mile radius from the corporate city limits. Traveler must indicate the time and place travel begins and ends.
    - c. Dinner - Is reimbursable when travel extends to 7:00 p.m. or beyond and the traveler extended his/her normal workday by three hours or when the traveler leaves for overnight travel on or before 6:00 p.m.
  - 4. Meals Provided
    - a. The traveler is not entitled to a meal allowance for meals provided at the conference, seminar or lodging site.
    - b. If a special meal is required due to dietary restrictions, notice must be given in writing at the time of compensation request.

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C. Out of State Travel (Overnight Stay)

Breakfast Meal	\$ 8.00
Luncheon Meal	\$10.00
Dinner Meal	\$16.00
Daily Rate	\$34.00
Lodging - As approved by the Department Head and Finance Director in accordance to the lodging policy	

VIII. Transportation - Compensation will be made only for the method of transportation, which is in the best interest of the Town considering travel expense, vehicle condition as well as the employee's time. When more than one employee uses the same motor vehicle, only one claim for mileage compensation will be allowed.

A. Requirement for using Town owned vehicle

1. Authorization - by the Department Head prior to use of Town owned vehicle.
2. Driver's license - a valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit on Town business.
3. Vehicle reservation - each department shall reserve a pool vehicle with the Town Clerk or receptionist at least 24 hours before needed.
4. Reporting - pool vehicles require that all pertinent information be provided in the vehicle log, including name of user, beginning and ending mileage, total miles traveled, and fuel level.
5. returning of pool vehicle - fuel level must be full upon return from an out of town trip and any problems or incidents with the vehicle must be reported to the Town Clerk or receptionist. The vehicle shall be returned in a clean state (all soda cans, paper & trash shall be removed).
6. NO SMOKING in Town vehicles.
7. Only Town Staff, Council, Board & Commission members or another municipality staff may ride in a Town Vehicle.

B. Requirement for using rental vehicle

1. Authorization - by the Department Head and Finance Director prior to use of rental vehicle.
2. Driver's license - a valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit and on Town business.
3. Vehicle reservation - reservations must be placed with a vehicle rental establishment, according to their reservation requirements.
  - a. Vehicle to be used for Town travel must be a compact vehicle.

SUBJECT: TRAVEL AND TRAINING

- b. Reservation of any other rental vehicle must be pre-approved by the Department Head and Finance Director prior to the reservation of the vehicle.
- 4. Reporting
  - a. The commercial establishment's original receipt is required.
  - b. Rental receipts must be itemized
  - c. If original rental receipt is lost or destroyed:
    - 1) A photocopy may be submitted with the statement Treat as the Original.
    - 2) The employee and the department head must sign the photocopy.
    - 3) If a photocopy is not available and cannot be obtained from the commercial establishment, then a canceled check or credit card receipt showing the payment of the rental may be used.
- C. Requirement for using personal vehicle
  - 1. Authorization - by the Department Head and Finance Director prior to use of personal vehicle.
  - 2. Driver's license - a valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit and on Town business.
  - 3. Current Vehicle Insurance - liability insurance coverage with a minimum coverage of \$15,000 per person and \$30,000 per accident.
    - a. If a traveler using a privately owned vehicle is involved in an accident and found to be at fault, his/her liability insurance carrier is responsible to the limits of the policy. If the amount exceeds that coverage, the Town's insurance will, at the time, cover the amount over the policy limits if the traveler was acting within the course and scope of their employment.
    - b. If a traveler driving a privately owned vehicle on Town business is involved in an accident, regardless of fault, the Town will not reimburse for any physical damage to the motor vehicle.
  - 4. Compensation Basis
    - a. Compensation is based on Map Mileage using official state highway maps or mapping programs.
    - b. Beginning address and ending location address must be submitted for compensation.
    - c. Compensation will be using the most direct route.
    - d. Mileage compensation shall be at the Federal rate per map mile. This rate includes all travel and maintenance expenses of the vehicle.

SUBJECT: TRAVEL AND TRAINING

IX. Miscellaneous Travel Issues

A. Communication Expense

1. Business communication charges, including faxes and copies, are reimbursable if documented by receipts.
2. Business calls are reimbursable and should be noted as such on the hotel receipt. The number called should be visible.
3. No personal calls will be reimbursed.

B. Extending Business Trips with Vacation Time

1. With the Department Head and Finance Director's approval traveler may extend a business trip using vacation time.
2. The Town will cover the lodging, map mileage and per-diem for the period the traveler is conducting Town business.
3. Lodging will be covered at the single room rate.
4. Additional costs will be borne by the traveler.

C. Local Transportation, Tolls and Parking

1. Taxi, bus, and street car use is classified as local transportation and can be claimed with receipts.
2. Claims for local transportation will not be allowed where the Town provides for other transportation (Town, personal or rental vehicle).
3. Bridge and road tolls are reimbursable with receipts.
4. Travelers must use the free or discounted parking when traveling on Town business.
5. Receipts are required for reimbursement of allowable parking fees.

**Town of Clarkdale**  
**Travel Authorization / Compensation / Reimbursement Form**

This form is used to request travel authorization, compensation, and reimbursement. Please submit the completed form to the Finance Department at least 14 working days prior to the date funds are needed. All required documentation should accompany this form.

Department \_\_\_\_\_ Date Prepared \_\_\_\_\_ Employee Name \_\_\_\_\_

Date(s)	In State		Out State		In State		Out State	
In/Out of State Travel	In State	Out State	In State	Out State	In State	Out State	In State	Out State
Breakfast								
Lunch								
Dinner								
Lodging * (attach 3 quotes, if over \$100)								
Miscellaneous Expenses (attach receipts)								
Map Miles @ Federal Rate/mile								
Map Miles @ 15¢/mile for personal when Town vehicle is available								
Commercial Air Fare / Vehicle Rental								
Daily Total								

Total expenses \$ \_\_\_\_\_ Account number to charge \_\_\_\_\_

List of employees included in compensation / reimbursement (if applicable)

\_\_\_\_\_  
 \_\_\_\_\_

Destination and purpose of travel \_\_\_\_\_

Date & time of departure from Town \_\_\_\_\_

Date & time of arrival to Town \_\_\_\_\_

Method of Transportation: (Please Check One or More)

**Summary of Expenditures:**

Town Owned Unit \_\_\_\_\_

Rental Unit \_\_\_\_\_

Personal Vehicle \_\_\_\_\_

Airline \_\_\_\_\_

Other (explain) \_\_\_\_\_

Transportation \$ \_\_\_\_\_

Food \$ \_\_\_\_\_

Lodging (attach 3 quotes, if over \$100) \$ \_\_\_\_\_

Registration(attach form showing agenda) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**Mileage Information (if using personal vehicle):**

Start address \_\_\_\_\_ Ending Address \_\_\_\_\_

Map Miles \_\_\_\_\_

I, the undersigned, state that the above information is true and correct to the best of my knowledge and request authorization for travel and compensation.

Employee Signature \_\_\_\_\_

Travel Request Approval: \_\_\_\_\_

Compensation and Release of Funds Authorization: \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Reviewed by Finance: \_\_\_\_\_

<b>Meal Per-Diem Rates</b>		
<b>Meal</b>	<b>In-state</b>	<b>Out of state</b>
Breakfast	\$ 6.00	\$ 8.00
Lunch	\$ 8.00	\$10.00
Dinner	\$14.00	\$16.00
Daily Total	\$ 28.00	\$ 34.00

\* Receipts for lodging, commercial airfare and miscellaneous expenses must be attached to this form and returned to the Finance Department. Departure and arrival times from Clarkdale must be included in this form. Point to point location information is required, if using personal vehicle. Your signature and your Department Head's signature must be included before payment can be authorized. Meals provided at the hotel or the training location will not be reimbursed.

SUBJECT: CASH RECEIPTS

PURPOSE: To describe the procedure for obtaining and receipting all revenues received by the Town of Clarkdale.

I. PROCEDURE

- A. The Town Receptionist will disperse all mail into Department mail boxes. All checks will be stamped "For Deposit Only, Town of Clarkdale". All checks will be receipted through the main cash register.
- B. All Town revenues will be receipted through the main cash register in the department that collects the payment. All receipts should be recorded through the cash collection module.
  1. Cemetery payments will be recorded using the Cemetery Module of the INCODE software system. The cash register will be balanced at the end of each business day. The revenue and all reporting documents will be sent to the Finance Department by 10:00 a.m. of the next business day.
  2. Water, Trash, and Sewer payments will be recorded in the Utility Billing Module of the INCODE software system.
  3. Community Development related revenue will be recorded in the Community Development Department using the INCODE software system. The cash register will be balanced at the end of each business day. The revenue and all reporting documents will be sent to the Finance Department by 10:00 a.m. of the next business day.
  4. Funds deposited directly to Town bank accounts will be rang into the Cash Collections Module of the INCODE software system when the confirming deposit facsimile arrives.
  5. All other payments received (except court payments that will only be accepted when the Court Clerk is absent), will be receipted through the main cash register in the Finance Department.
  6. A receipt for payments the Town received will be provided only upon request, except for donations, cash and court payments for which a receipt will always be issued using the "Cash Receipt" form (exhibit J) or the INCODE receipt printing process.
  7. All General receipts entered into the main cash register will be entered using the Cash Collection Module of the INCODE software system. Receipts from categories not assigned an account will be entered with the "Other General" or "Miscellaneous Revenue" account and logged on the "Weekly Other Revenue Log" (exhibit K).
  8. The main cash register will be balanced on a daily basis and the reconciliation work papers along with all documentation and revenue will

be delivered to the vault. The Accounting Supervisor will review the daily close work papers and initial them for validity and correctness.

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SUBJECT: CASH RECEIPTS

8. A deposit slip will be completed and the receipts deposited into the Town's bank accounts by the Finance Director. The deposit receipt will be attached to the "Cash Register Reconciliation/Journal Entry Report" and forwarded to the Accounting Supervisor. The report will be entered into the finance computer program and filed in a permanent file by the Accounting Supervisor.
  9. The main register will open with a \$150.00 change fund.
- C. The Town Pool will maintain a separate cash register for the receipt of funds. The Town Pool register will be closed out daily (when the pool is in operation) by the Head Life Guard and the Cashier. Pool register will be balanced and all data will be forwarded to the P&R director. The Director will process the daily deposits in Cash Collections. Any A/R will be recorded by the Director and an invoice prepared through the A/R module of INCODE. The cash register will open with a \$50.00 change fund.
- D. All Pool sales will be entered on a "Swimming Pool Summary Sheet" (exhibit N) and all entities will be billed monthly off the Swimming Pool Summary Sheet.
- E. All bank accounts will be reconciled monthly by the Accounting Supervisor and initialed by the Finance Director and filed in a permanent file.

SUBJECT: PROCUREMENT

POLICY: The Finance Director shall be the Purchasing Agent for the Town. No purchase or contract for services of any kind or description, payment for which is to be made from funds of the Town, shall be made by the Purchasing Agent, or any officer, employee or agent of the Town, except in the manner set forth below, and unless said purchase is in accordance with the adopted Town budget. The Town Code supercedes if there is conflicting information.

I. ORDERING PROCEDURE

- A. Purchases of less than \$100 may be made with petty cash upon approval from the Purchasing Agent or a Department Head.
- B. Purchases of less than \$500 may be made from vendors that the Town maintains an annual account, upon approval from the Purchasing Agent or a Department Head.
- C. A "Purchase Order" (exhibit O) shall be written for all purchases of \$500 or more. Purchases of less than \$500 may be made with approval from the Department Head. Department Heads shall prepare the 'Purchase Order' and forward it to the Purchasing Agent for approval.

All orders shall be placed according to the guidelines below.

After the order is placed a copy of the completed "Purchase Order", including the estimated delivery date, shall be forwarded to the Accounting Clerk. The original Purchase Order will be sent to the vendor.

- D. Purchases or contracts for services of under \$5,000 may be ordered by the Department Head, Purchasing Agent or his designate without further formality.
- E. Purchases or contracts for services of \$5,000 to \$9,999 shall require the solicitation of three written bids. The Department Head may award the purchase or contract for service to the lowest responsible bidder.
- F. Purchases or contracts for services contemplated to be \$10,000 or more shall follow the procedure below. The Town Code supercedes any conflicting information.
  1. The Department Head or his representative shall cause to be published in two issues of a newspaper with general circulation in the Town, a notice inviting bids for the purchase or contract at least 10 days prior to the date set for the receipt of the bids.

SUBJECT: PROCUREMENT

2. The Department Head or his representative shall post a notice inviting bids for the purchase or contract at Town Hall.
  3. Both of the above notices shall include a general description of the item or services to be performed and the time and place for opening bids.
  4. A notice inviting bids may also be mailed to all responsible perspective suppliers.
  5. The Department Head or his representative shall present the bids to the Council for approval and advise the Council of the advantages or disadvantages of the purchase or contract bids.
  6. All notices and solicitations for bids shall state the time and place for opening the bids.
  7. Bids shall be submitted in a sealed envelope and identified as bids on the envelope.
  8. All bids shall be opened in public at the time and place stated in the public notice.
- G. The Department Head or Purchasing Agent, for purchases or contracts of under \$10,000, or the Council, for purchases or contracts for services of \$10,000 or more, shall have the authority to reject any and all bids and parts of bids and resolicit bids.
- H. Unless the Department Head, Purchasing Agent or the Council reject the bids the following will be considered in determining the lowest responsible bidder.
1. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
  2. Whether the bidder can perform the contract or provide the services promptly or within the specified period of time without delay or interference.
  3. The quality of performance of previous contracts.
  4. The previous and existing compliance by the bidder with the laws and ordinances of the Town.
  5. The financial resources and ability of the bidder to perform the contract.
  6. The quality, availability and adaptability of the supplies or service.
- I. The Department Head or Purchasing Agent shall have the authority to require a performance bond, in cash or otherwise, for such amount as he may deem sufficient to secure the execution of the contract.
- J. Exceptions
1. In the event that there is only one firm or company within twenty-five (25) miles of the Town capable of providing a particular service or

commodity such purchase or contract for services can be secured without bidding.

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SUBJECT: PROCUREMENT

2. In the case of an emergency which requires immediate purchase of supplies or services and when time is of the essence, the Mayor shall be empowered to authorize the Purchasing Agent to purchase or secure services without following the above procedures. A full report in writing of the circumstances of any emergency purchase shall be filed by the Purchasing Agent with the Town Council at its next meeting.
3. Unless required by the Council, the above procedures shall not apply to professional services rendered on an open account on an as needed basis includes but not limited to the following: physicians, attorneys and engineers in similar professions.
4. The above procedures shall not apply to purchases or contracts made by, through or with the State of Arizona or its political subdivisions. The Town may make purchases or award contracts for services without a formal bidding process whenever other government units have done so for the same item or service if in the opinion of the purchasing agent, a separate bidding process is not likely to result in a lower price for such items or services.
5. Used equipment. Upon recommendation of the Town Manager, the Council may elect to waive the bid procedures with respect to the purchase of used equipment.
6. Public Works. All Public works contracts shall be bid in accordance with those Arizona statutory provisions currently codified in A.R.S.SS 34-201 et seq. As may be amended from time to time.
7. Lease Purchase Agreements. This article shall not apply to acquisitions made through lease purchase agreements that have been approved by the Council.
8. The Town currently can make purchases through the State of Arizona Procurement office or Mohave Education Services Cooperative, with out going out to bid due to the bid guidelines these entities have set up without going out to bid.

SUBJECT: RECEIVING

POLICY: To establish standard procedures for the accurate receipting of all purchases or services received by the Town of Clarkdale.

I. PROCEDURES

- A. All items purchased by the Town shall require a written receipt of the items at the time of delivery.
- B. A title or deed shall act as the receiving document for the purchase of vehicles, land or buildings. The sales contract shall act as the invoice.
- C. Items purchased with petty cash shall be documented by the purchaser as being received by the purchaser's signature and by describing the items purchased, on the cash register tape or written receipt. It shall then be placed in the petty cash drawer as proof of the use of funds.
- D. Items purchased and paid for at the time of receipt with a Town check or a Town credit card shall include an itemized receipt that shall be signed by the purchaser and forwarded to the Accounting Clerk.
- E. All other items received shall be documented on a packing slip, bill of lading or a vendor invoice.
  1. Items received will be signed for and dated by the Department Head or their designate upon inspection by that person that all items on the receiving document are indeed delivered to the Town in good condition.
  2. Receiving documents for items purchased with a "Purchase Order" shall include the "Purchase Order" number.
  3. Items received via a parcel shipping company shall be signed for at the time of receipt from the delivery company as receipt of a number of boxes or envelopes. Upon delivery of the parcel(s) to the appropriate department, the department head or his/her designate shall inspect the contents of the delivery, sign and date the accompanying packing slip or invoice and note the amount and the condition (if necessary) of the items received.
  4. All receiving documents shall be forwarded to the Accounting Clerk after completing the above procedure(s).

SUBJECT: CASH DISBURSEMENTS

POLICY: To establish standard procedures for the disbursement of funds to vendors for items or services purchased by the Town of Clarkdale, that all services and items delivered were authorized and accounted for properly, and to maintain accurate vendor files.

I. PROCEDURES

- A. All invoices (or demands for payment) shall be forwarded to the Accounting Clerk.
- B. The Accounting Clerk shall match all invoices with the receiving documents and "Purchase Orders" (if available).
- C. The Accounting Clerk shall enter all invoice information into the Accounts Payable Module of the INCODE software system.
- D. The Accounting Supervisor or Finance Director shall review each "Check Request", make any necessary changes, initial and date the Open Item Register, or forward them to the Department Head to initial and date, and return the requests to the Accounting Clerk.
- F. The Accounting Clerk shall then run a "Preliminary Check Register" and review the accuracy of it. If a correction is necessary the Accounting Clerk shall reenter the corrected data and rerun the "Preliminary Check Register"
- G. Upon completing an acceptable "Preliminary Check Register" the Accounting Clerk shall print the checks and run a "Check Register".
- H. The Accounting Clerk shall forward the approved checks, with copy of the check report, to the Mayor, or Vice Mayor.
- I. The Mayor or Vice Mayor shall review the checks and check report, note any exceptions, and sign the checks. The checks shall then be forwarded to the Town Clerk, or Town Manager.

SUBJECT: CASH DISBURSEMENTS

- J. The Town Clerk or Town Manager shall review the checks and check report, note any exceptions, and sign the checks. The checks shall then be forwarded to the Accounting Clerk.
- K. The Accounting Clerk shall separate the signed checks and mail the original to the payee. The Accounting Clerk shall date the invoice(s) and attach them with any supporting documentation to the copy of the check.
- L. The Accounting Clerk shall file the supporting documents in a vendor file and any voids in a reconciliation file.

SUBJECT: CREDIT CARD POLICY

POLICY: The purpose of the credit card is principally for use in the purchase of gasoline for Town vehicles or other purchases where the vendor requires such use. Credit card purchases are intended to be small in scope and of a 'non-capital' nature. All purchasing of budget capital items must have the proper approval of the Town Manager.

I. Cardholder Limits

- A. Town employees and officials may be Cardholders in accordance with this policy. If an individual needs a credit card a "Request for Credit Card" (exhibit Q) needs to be filled out by the department head, turned into the Town Manager for signature and forwarded to the Finance Department.
- B. A maximum dollar amount for each single purchase and a total for all purchases made with the credit card within a given monthly billing cycle has been provided to each cardholder. The Town's standard limits are as follows:
  1. Single Purchase Limit - Not to exceed \$1,000
  2. Billing Cycle Limit - Not to exceed \$3,000
- C. If the situation arises that a purchase is required over the cardholder's established limit, a "Credit Card Maintenance" (exhibit R) form must be completed and signed by the Department Head requesting the change and forwarded to the Town Manager. At the Town Manager's discretion, approval may be granted or denied. If approved, the limitation change will be a temporary one-time approval.

II. Use of Credit Card

- A. The Credit Card is to be used for Town purchases only.
- B. No person other than the Cardholder is authorized to use the card unless prior authorization is obtained from the Cardholder.
- C. Questions regarding Credit Card accounts and procedures should be directed to the Finance Director.
- D. The Credit Card may be used at any business establishment, which accepts credit cards for payment.
- E. Cardholder should exhaust all other methods of procurement before using the credit card (ie, purchase orders or invoicing)
- F. The Cardholder must be able to justify that the use of the credit card was necessary and official Town business purpose.
- G. Cardholder shall take all necessary precautions to keep the card and card number in secure location.

SUBJECT: CREDIT CARD POLICY

- H. Cardholder's department is responsible for all charges incurred on the Credit Card including any annual service fees and finance charges.

III. Telephone, Web, and Facsimile Orders

- A. When placing a telephone, web, or facsimile order, confirm that the vendor agrees to charge the card when shipment is made and not sooner. The receipt charge date should coincide with the shipping date.
- B.
- C. Print or request that the Vendor send, via facsimile, a copy of the invoice. The original invoice is still necessary by the Finance Department for reconciliation purposes.
- D. If no receipt is available for the telephone, web, or facsimile order, complete the Telephone, Web, and Facsimile Order form (exhibit T) in full. This form will be used as the documentation when reconciling the Monthly Statement of Account.
- E. NO backorders are allowed.

IV Documentation

- A. Documentation must be retained as a proof of purchase any time a purchase is made using the card. These documents are to be used to verify the purchases on the Monthly Statement of Account.
- B. If, for any reason, the Cardholder does not have documentation for a transaction, the Cardholder must attach an Statement of Missing Documentation form (exhibit U), which provides: a description of the item, Vendor's name, reason for missing documentation, and the action that will be taken to insure proper documentation in the future. In addition, the Cardholder and the Town Manager's signature are required on the form.
- C. If receipts are related to travel, it is the Cardholder's responsibility to photocopy the receipts to attach to their Travel Requisition form (exhibit V). The original must be forwarded to the Finance Department for reconciliation with Monthly Statement.

SUBJECT: CREDIT CARD POLICY

- E. Copies of all necessary forms are enclosed within this section of the Financial Operations Guide.
- F. An original invoice/sales order must accompany the credit card receipt. It should be in detail, to allow clear understanding of the purchased items or service. If the purchaser is unable to provide such documentation, the charges will be the responsibility of the purchaser.

V. **Card Restrictions**

- A. The following uses of a Credit Card are prohibited:
  - 1. Cash Advances.
  - 2. Personal purchases. A Cardholder may not charge any personal items on the Town Credit Card.
  - 3. Vehicle repairs unless outside the service area and/or in an emergency. Documentation will be required.
  - 4. Alcoholic Beverage purchases.
- B. Per Diem. Per Diem requests shall be processed through Accounts Payable prior to travel. Refer to Town of Clarkdale - Financial Operations Guide - page 5 Travel and Training Policy.
- C. Cardholders shall also comply with any applicable departmental restrictions on usage.
- D. A Cardholder may not violate any procurement requirements, where it pertains to obtaining quotes, when using the Town Credit Card.

VI. **Reconciliation and Payment**

- A. At the close of each billing cycle, the Finance Department will request a copy of your Record of Credit Card Use form (exhibit S) and provide a due date for its submission.
- B. Attach any additional documentation necessary, complete all forms fully and assure that all necessary signatures have been obtained.
- C. This form will be reconciled with both the receipts and the Monthly Statement of Account (exhibit W) by the Finance Department.

- D. If unable to submit the required documentation by the due date, please contact the Finance Department as soon as possible.

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SUBJECT: CREDIT CARD POLICY

- E. Payment will be made promptly and before the due date to avoid any service or finance charges.
- F. Any department not responding promptly to the request for information from the Finance Department or in any way delaying the timely monthly payment of the Credit Card Account will be assessed the finance charges imposed by the issuing financial institution.

VII. Disputes

A disputed item could result from numerous circumstances including defective purchases and unauthorized use. The proceeding steps should be taken when an item is being disputed:

- A. Whenever possible, return item(s) to Vendor for replacement or credit.
- B. If Vendor refuses to replace the item(s) or credit the account, the Statement of Disputed Item form (exhibit X), will need to be completed.
- C. If unauthorized charges occur, complete the Statement of Disputed Items form.
- D. Fax completed Statement of Disputed Items form to the Card Issuer at 1-800-346-5538.
- E. Forward a copy of the Statement of Disputed Items form to the Finance Department.
- F. If, after notifying the Card Issuer, the Cardholder is not satisfied with the outcome, the Cardholder may contact the Finance Director for assistance. At this time the Cardholder will need to inform the Finance Director of any prior action taken to resolve this dispute.

VIII. Lost or Stolen Cards

Should any Cardholder lose, suspect of having lost or have their Credit Card stolen, it is their responsibility to immediately notify the Card Issuer and the Finance Department of the loss. The following steps must be taken to report the loss:

- A. Report the loss immediately to the Credit Card Issuer at 1-800-346-5538. They can be reached 24 hours a day, seven day a week.

- B. Notify the Finance Department immediately upon discovering that the card is missing.

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SUBJECT: CREDIT CARD POLICY

IX. **Termination / Resigning Employees**

- A. All efforts will be made by the Finance Department to obtain the Credit Card, any receipts, "Record of Credit Card Use" forms and other related forms when a Cardholder employee is terminated or resigns, or when a Cardholder official leaves office.
- B. If the credit card cannot be collected, a "Credit Card Maintenance" form shall be completed by the head of the department or Town Manager, as may be appropriate, to insure the card is canceled.

X. **Policy Violations**

Failure to follow this policy may result in loss of Cardholder privileges and, for employees, may result in disciplinary action, including termination of employment.

**Town of Clarkdale  
Credit Card User Agreement**

1. I understand that I am making a financial commitment on behalf of the Town of Clarkdale and will strive to obtain the best value for the Town.
2. I understand that under NO circumstance will I use the Credit Card to make personal purchases, either for others or myself.
3. I will follow the established Credit Card policy. I understand that failure to do so may result in either loss of privileges or other disciplinary actions, including termination of employment.
4. I agree that should I willfully violate the term of this Agreement, I will reimburse the Town of Clarkdale for all incurred charges and any fees related to the collection of those charges.
5. All receipts received when making a Credit Card purchase, will promptly be forwarded to the Finance Department for monthly reconciliation and payment.
6. I understand that I am restricted to specific limits when using the Credit Card for purchases.
7. I agree that should I leave Town of Clarkdale employment, I will return my Credit Card and all appropriate documentation to the Finance Department.
8. I will use the Town of Clarkdale Credit Cards with the highest degree of personal and professional integrity and ethics, recognizing my responsibility to the public and the Town organizations.
9. I agree to promptly contact Chase Bank if I lose, misplace, or have my credit card stolen.

I have received, read, understand, and agree to comply with the Town of Clarkdale Credit Card User Policy.

---

Employee Name (Print)

---

Employee Signature

---

Date

Request for Town of Clarkdale Credit Card

To: Finance Department

From: \_\_\_\_\_ Department

Subject: Request for Credit Card

I request that the following employee be issued a Town of Clarkdale Credit Card.

Temporary Issue: \_\_\_\_\_ Length of Time: \_\_\_\_\_ Permanent Issue: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Town Manager Signature

\_\_\_\_\_  
Finance Signature

**Town of Clarkdale  
Statement of Missing Documentation  
For Credit Card**

Complete this form if there is no documentation to support a charge on your Credit Card. One form must be completed in full for each instance of missing documentation. Original form must be promptly forwarded to the Finance Department for processing. Delays in forwarding this document may result in finance fees being charged to your account.

Vendor Name: \_\_\_\_\_

Date of Transaction: \_\_\_\_\_ Amount Charged \$ \_\_\_\_\_

Description of item(s) Purchased:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain why the documentation is missing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What future action will be taken to ensure receipts are available:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager Signature

\_\_\_\_\_  
Date

**Town of Clarkdale  
Credit Card  
Statement of Disputed Item**

Instructions: You should first make a good-faith effort to settle a claim or disputed charge directly with the Vendor. If unable to resolve the dispute with the Vendor, complete this form and fax to the Credit Card Issuer. Forward a copy of this statement to the Finance Department if you are not satisfied with the results of the Credit Card Issuer.

Send form to:           First USA  
                              Disputes  
                              P. O. Box 8776  
                              Wilmington, DE 19899-8776

Cardholder Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
This charge appears on our statement (billing close date): \_\_\_\_\_

Transaction Date: \_\_\_\_\_ Reference Number: \_\_\_\_\_  
Vendor Name: \_\_\_\_\_  
Posted Amount: \_\_\_\_\_ Disputed Amount: \_\_\_\_\_

**Please check only *one* of the following:**

**Unauthorized Transaction**

I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represented by the above charge were received by me or anyone I authorized. My Credit Card was in my possession at the time of the transaction.

**Charge amount does not agree with the order authorizing the charge**

The amount entered on the sales receipt was changed from \$ \_\_\_\_\_ to \$ \_\_\_\_\_. I have enclosed a copy of the unaltered sales receipt.

**Merchandise or Services Not Received**

I have not received the merchandise or services represented by the above transaction. The expected delivery date or services was \_\_\_\_\_. (On Town letterhead, please describe any attempts to resolve this matter with the vendor, the date(s) you contacted them and their response.)

**Disputed Transaction**

I did engage in the above transaction, which I am now disputing. I have contacted the vendor, but I have been unable to return the merchandise and /or I have been unsuccessful in reaching an acceptable resolution with them. (On letterhead, please describe your attempt to resolve this matter with the vendor, the date(s) you contacted them and their response.)

**Double or Multiple Charges**

My Credit Card account has been doubled charged. The first charged appeared on the \_\_\_\_\_ (date) billing statement.

**Defective or Wrong Merchandise**

I returned the merchandise on \_\_\_\_\_ because it was: (check one)

defective    wrong size    wrong color    wrong quantity

(Please enclose proof of return)

**Other (Explain)** \_\_\_\_\_

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

**Town of Clarkdale  
Credit Card  
Maintenance Form**

<b>Cardholder Name</b>	
Name as it appears on the card:	Account number:
Change name to:	

<b>Credit Limit</b>	
Permanent Change	Temporary Change
If change is temporary, how long is the limit in effect? _____	
Current Single Purchase Limit:	Change Single Purchase Limit To:
Current Billing Cycle Limit:	Change Billing Cycle Limit To:

<b>Card Replacement</b>				
Reason:	Lost	Stolen	Mutilated	Please return mutilated card to the Finance
Please Explain:				

<b>Card Cancellation</b>	
Name as it appears on card:	Account number:
Please Explain:	

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager Signature

\_\_\_\_\_  
Date

**Town of Clarkdale  
Record of Credit Card Use  
For Telephone and Facsimile Orders**

Instructions: This form is to be completed and forwarded to the Finance Department within 72 hours of the purchase and must include original receipts or completed Statement of Documentation.

Department: \_\_\_\_\_ Employee Name: \_\_\_\_\_

The following purchase was made using the Town Credit Card:

Date: \_\_\_\_\_ Vendor: \_\_\_\_\_ Amount: \_\_\_\_\_

Description of items purchased:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charged to accounting code: \_\_\_\_\_

Credit Card used (circle one): *(have initialed for approval by cardholder)*

Gayle Mabery \_\_\_\_ Kim Butt \_\_\_\_ Lloyd Jones \_\_\_\_  
Charlotte Hawkins \_\_\_\_ Berry Van Hook \_\_\_\_ Chris Wylie \_\_\_\_  
Coleen Gilboy \_\_\_\_\_

**Town of Clarkdale  
Credit Card Purchase Form**

Complete this form only if a receipt was not provided by the Vendor.

Merchant Name:
Date of Purchase:
Amount of Purchase:
Was the merchandise received? (Y / N)
Description of item(s) purchased:

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date



SUBJECT: CELLULAR TELEPHONE POLICY

PURPOSE: The purpose of this policy is to provide guidance and procedures governing the use of Town owned cellular telephones. This administrative guideline will also help ensure consistency among Town departments using cellular phones

**VI. Policies**

- A. The Town of Clarkdale issues cellular phones to officials and employees who work in areas or on assignments where standard telephones or other forms of electronic communications equipment are not readily available and where such use will benefit the Town and its citizens (exhibit AA).
- B. Cellular phones are intended for special applications such as safety purposes or to assist in the completion of an assigned task or official responsibility. They are not intended for personal convenience.

**VII. Unauthorized Uses of a Town Cellular Telephone**

- A. Any call which could suitably be made from a standard Town telephone or other electronic communications.
- B. Any call made in relation to an official's or employee's personal business enterprise.
- C. Any call for the purpose of entertainment, such as 900 numbers, movie links, etc.

**VIII. Procedures**

- A. All requests for cellular telephones will require completion of Request for Cellular Telephone form (exhibit Z), approved in advance by the department head and the Town Manager, then forwarded to the Finance Department.
- B. All purchases of Town cellular telephones will be through State of Arizona contract, unless a more advantageous contract is negotiated through an outside provider.
- C. All cellular telephone bills will be sent to the Finance Department and not to a home or business address.
- D. The person responsible for the cellular telephone will review each monthly cellular telephone bill, note any personal calls and reimburse the Town for the actual cost of the call within 30 days of the closing statement in which the call was recorded.

SUBJECT: CELLULAR TELEPHONE POLICY

- E. The Finance Department will credit all reimbursements for personal calls in the appropriate account.

**IX. Policy Violations**

- A. Failure to follow this policy may result in loss of cellular phone privileges and, for employees may result in disciplinary action, including termination of employment.
- B. Excessive non-work usage of a Town's owned cellular telephone shall be reviewed by the employee's supervisor to determine whether continued access to a cellular telephone is in the Town's interest.

**Town of Clarkdale  
Request for Cellular Telephone**

To: Finance Department  
From: \_\_\_\_\_ Department  
Subject: Request for Cellular Telephone

I request that the following employee be issued a Cellular Telephone.

Temporary Issue: \_\_\_\_\_ Length of Time: \_\_\_\_\_ Permanent Issue: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Town Manager Signature

\_\_\_\_\_  
Finance Signature

**Town of Clarkdale  
Cellular Telephone User Agreement**

1. I understand that I am using communication equipment that has been issued to me by the Town of Clarkdale in order to make my work easier and more productive.
2. I understand that under NO circumstance will I use the cellular telephone to make personal business-related calls. I will restrict my personal calls to emergencies.
3. I will follow the established Cellular Telephone policy. I understand that failure to do so may result in loss of privileges and, if I am a Town employee, disciplinary action, including termination of employment.
4. I agree that if I violate the terms of this Agreement, I will reimburse the Town of Clarkdale for all incurred charges and any fees related to the collection of those charges.
5. I agree that if I leave Town of Clarkdale employment or public office, I will return my Cellular Telephone and all appropriate documentation to my supervisor or to the Town Manager, as may be appropriate.
6. I will use the Town-issued cellular telephone with the highest degree of personal and professional integrity and ethics, recognizing my responsibility to the public and the Town organization.

I have received, read, understand, and agree to comply with the Town of Clarkdale Cellular Telephone User Policy.

\_\_\_\_\_  
Officer/Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date