



City of Hampton

DEPARTMENT COORDINATOR RESPONSIBILITY AGREEMENT FORM

Department Heads will appoint a Department Coordinator to ensure effective administration and accurate record keeping. The appointed Department Coordinator must read the City of Hampton Bank of America VISA Credit Card Policy and Procedures Manual and be familiar with all aspects of credit card policies and procedures.

The Department Coordinator has the following responsibilities:

1. Completing mandatory Cardholder training and training on the Virginia Public Procurement Act.
2. Preparing applications for credit cards within their department, obtaining signatures from the applicant and Department Head before forwarding completed application to the Credit Card Program Coordinator.
3. Reviewing Spend Report transactions, vouchers and supporting documentation received from the Cardholders within their department for propriety, and approving the transactions for payment.
4. Notifying the Department Head and Credit Card Program Administrator of any disallowed or unsupported expenses.
5. Assisting with the resolution of disputed, disallowed and/or unsupported expenses and collecting payment from the Cardholder for any disallowed and/or unsupported expenses.
6. Ensuring that lost or stolen cards are reported immediately (within 24 hours) to the Card Issuer, Department Head and Credit Card Program Administrator.
7. Notifying the Credit Card Program Administrator immediately when employees transfer to another department, terminate employment or move to another position within the department that does not require credit card use.
8. Requesting the Credit Card Program Administrator to cancel/deactivate Cardholder's card for loss of credit card privileges as approved by the Department Head. Collecting canceled cards from Cardholders and shredding the cards.
9. Change accounting codes for individual transactions when the Cardholder has incorrectly coded a purchase to the wrong expense ledger account.
10. Maintaining a list of all employees within their department who have been issued credit cards.
11. Participate in card usage research by reviewing Spend Reports annually to identify purchasing patterns that may benefit the department.

- 12. Ensuring the Cardholder recovers sales taxes paid on exempt purchases.
- 13. Adhering to the policies of the Library of Virginia for document retention and destruction.
- 14. Ensuring all BOA VISA Spend Reports are completed and approved in Bank of America *Works™* by the 15th of the each month.

As the appointed Department Coordinator, I agree to abide by and honor all of the rules and regulations shown above. I also understand that my authority as Department Coordinator may be terminated and/or subject to appropriate disciplinary action if I violate any rules and regulations of the credit card program.

DEPARTMENT: _____

PRINT NAME OF DEPARTMENT COORDINATOR: _____

DEPARTMENT COORDINATOR'S SIGNATURE: _____

DATE: _____

PRINT NAME OF DEPARTMENT HEAD: _____

DEPARTMENT HEAD'S SIGNATURE: _____

DATE: _____