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# Council Initiated Investigation Missing Boxes Report

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Felton Financial Forensics, LLC  
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[www.feltonforensics.com](http://www.feltonforensics.com)

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May 12, 2014

## I. Executive Summary

The Honorable Jannquell Peters, Mayor  
The Honorable Sharon Shropshire, Council Member, Ward A – At Large  
The Honorable Alexander Gothard, Council Member, Ward A  
The Honorable Karen René, Council Member, Ward B – At Large  
The Honorable Lance Rhodes, Council Member, Ward B  
The Honorable Nanette Saucier, Council Member, Ward C – At Large  
The Honorable Myron B. Cook, Council Member, Ward C  
The Honorable Deana Holiday-Ingraham, Council Member, Ward D – At Large  
The Honorable LaTonya Martin, Council Member, Ward D

Dear Honorable Mayor and Council Members:

On March 18, 2013, the City Council voted unanimously to continue the Council Initiated Investigation started October 2012. The scope of the investigation was to review disbursement transactions for the period January 1, 2000 through December 31, 2012. The investigation was hindered when pertinent hard copy accounts payable documents for the years 2008 through 2010 were incomplete or missing. Many of those missing documents surfaced after my July 1, 2013 report to Council. As a result, Council retained me to prepare a report on the found account payable documents.

My review focused on the missing Regions' FIA Card Services documents. My review of those documents mainly identified violations of the City of East Point's Credit Card Policy.

The violation summary covers:

1. Prohibited Capital Expenditures
2. Travel and Other Expenditures without Proper Documented Justification
3. City's Credit Card Used for Personal Purchases
4. Miscellaneous Purchases with Incomplete or No Documented Business Purpose

No one identified in the report is currently employed or affiliated with the City of East Point.

I thank the management and staff of the City for their assistance and courtesies extended throughout this Council Initiated Investigation.

Respectfully,

Mark A. Felton, CPA, CFE, MAFF, CVA, MBA  
Felton Financial Forensics and Valuations, LLC

cc: Interim City Manager Ellis Mitchell  
Acting City Attorney Brad Bowman  
Randy Turner, Esq., Turner & Ross, LLC, Attorneys at Law

May 12, 2014

## II. Background

In late summer 2012, a City of East Point employee contacted the new city attorney, Corliss Lawson, and alleged certain improprieties in the City of East Point's bidding and procurement process. Based upon this initial allegation an investigation was conducted, which included reviews of relevant records and interviews of appropriate personnel.

In a report dated June 3, 2013, I provided my results to the Mayor, City Council and City Attorney. I also presented the results at the July 1, 2013 City Council Meeting. In the written report and presentation I reported, "Pertinent accounts payable files for the years 2008 through 2010 were incomplete or missing." Eight days later on July 9, 2013, a warehouse employee informed the City Attorney the missing boxes had been located.

The City Attorney dispatched the Assistant City Attorney to the warehouse where he saw 4 boxes on a pallet in an aisle on the main level, and another 10 boxes on a pallet and table in an open area of the loft. An additional warehouse search by the Assistant City Attorney located 45 more boxes bringing the total number of found boxes to 59. See Appendix A for photos of the found boxes.

The City of Attorney contacted East Point's Chief of Police, who promptly inventoried and ordered the boxes transported to a locked evidence room in the police headquarters' basement, (see Appendix B for copy of police evidence receipt). I flew to Atlanta and arrived on July 23rd to inspect the boxes' contents. The boxes were stacked against a wall in the evidence room in no particular order.

I alphabetized the boxes by fiscal year and documented 18 boxes from fiscal year 2008, 18 boxes from fiscal 2009, and 19 boxes from fiscal 2010. This accounted for 55 of the 59 boxes. Three of the remaining four boxes contained random accounts payable vendor files, and the other box contained mostly general ledger printouts.

I did not investigate the completeness of each box. That would have been cost prohibitive, but I did find the Regions' FIA Card Services documents I was searching for during the first phase of the Council Initiated Investigation.

My review of the FIA Card Services documents identified violations of the City of East Point's Credit Card Policy. The violation summary includes:

1. Prohibited Capital Expenditures
2. Travel and Other Expenditures without Proper Documented Justification
3. City's Credit Card Used for Personal Purchases
4. Miscellaneous Purchases with Incomplete or No Documented Business Purpose

My detailed findings are presented in the next section of this report.

### III. Detailed East Point Credit Card Policy Violations

#### A. Prohibited Capital Purchases

The City of East Point’s credit card policy states “credit card purchases are intended to be small in scope and of a non-capital nature.” A capital expenditure is the purchasing of an asset that has an expected useful life of one year or more. It also includes all costs incurred to get that asset ready for its intended use. The Prohibited Capital Purchases table below shows capital expenditures made using the City’s credit card. These prohibited capital purchases total \$1,712.95.

Prohibited Capital Purchases				
Item	Date	Amount	Responsible Party	Reference Number, Page Number
1. Portable Air Conditioner with Maintenance Agreement	07-28-10	558.97	Siegfried Jones	Document 1, Pg. 4
2. Dyson Upright Vacuum Cleaner	09-01-10	339.99	Siegfried Jones	Document 2, Pg. 5
3. 18 Volt Drill	09-01-10	219.00	Siegfried Jones	Document 3, Pg. 6
4. Spray-in Liner for Ford F-350	02-28-11	295.00	Siegfried Jones	Document 4, Pg. 7
5. Unknown “Entertainment and Electronic” Item from Target	07-12-11	299.99	Angela Montgomery	Document 5, Pg. 8
Total Expenditures		\$1,712.95		

May 12, 2014

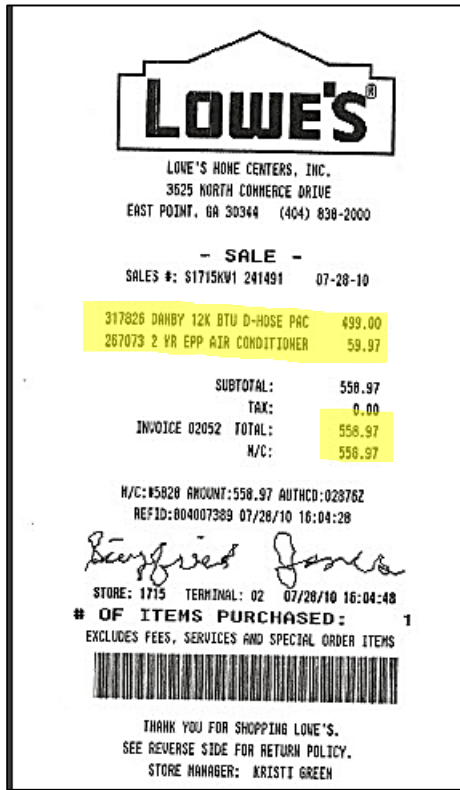


Figure 1- Danby 12,000 BTU Portable Air Conditioner

Danby DPAC120068 is all in one [portable air conditioner](#), 70 pint dehumidifier, and powerful 3-speed fan. It can be counted on to provide 12,000 BTU of cooling capacity for a room up to 500 square feet. It features dual hose portable design evaporates condensed water from the air, which means you won't have to empty heavy water buckets. The Danby DPAC120068 comes with simple-to-use and operate, the remote control allows you to control the temperature, fan speed, and the timer. [Price](#),

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Document 2



Figure 2: Dyson DC24 AF (All Floor) Upright Vacuum

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**More saving.  
More doing.®**

2525 PIEDMONT ROAD NE  
ATLANTA, GA 30324 (404)841-5601

09/01/10 12:53 PM  
CASHIER JACKIE - JLR853

891876001648	10" HUSKY WR <A>	10.97
643738743211	1/4 X 4 <A>	3.99
643738743051	2 X 4 <A>	3.97
643738743167	3/16X4" CABT <A>	3.97
643738743037	1 X 3 <A>	3.49
033548005041	WISE GRIP <A>	12.94
099575095481	8PC WRENCH <A>	59.97
051218155303	BALL PEIN HMR <A>	12.97
811187011655	2PK KNIFE <A>	4.97
	NLP Savings	\$3.00
076174337303	TAPE <A>	25.47
082171237805	3/8" RATCHET <A>	25.94
	2@12.97	
051655440017	10PC SCKT <A>	11.97
811187011303	5PC PLIERS <A>	14.97
721615193337	PLASTIC BOX <A>	34.86
885911147835	18V DRILL <A>	219.00
	SUBTOTAL	449.45
	SALES TAX	0.00
	TOTAL	\$449.45
	XXXXXXXXXXXX5828 MASTERCARD	449.45
	AUTH CODE 08515Z/6010752	TA
	P.O. #/JOB NAME: PARKS REC	

NEW LOWER PRICE (NLP) SAVINGS \$3.00



6986 01 40525 09/01/2010 1659

Document 3



May 12, 2014



# AUTO TEK, INC.

Window Tinting • Spray on Bed Liners  
Auto and Truck Accessories

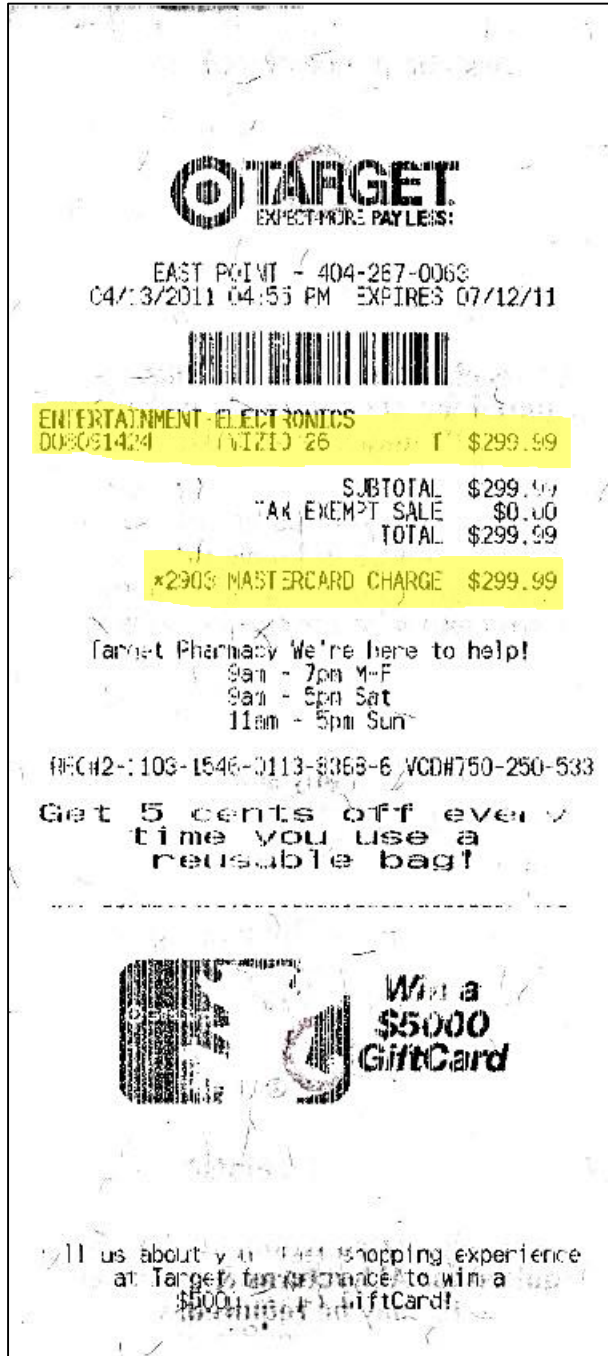
6041 N. Henry Blvd. • Suite A • Stockbridge, GA 30281  
Ph. (770) 474-4636 • Fx. (770) 474-7950

Name	City of EAST Point	Date	2/28/11
Address	11526 E. FORREST AVE Suite 100 East Point, GA. 30344		
Phone	404-278-7045		
Fax	404-444-3160 cell		

Job Description	Sq. Foot	Price	Total
spray on liner			295 <sup>00</sup>
		Sub-Total	
		Tax	
		Installation	
		Total	295 <sup>00</sup>

Thank You

May 12, 2014



Document 5

May 12, 2014

B. Travel and Other Expenditures without Proper Justification

The City of East Point’s credit card policy states “the Cardholder must be able to justify that the use of the credit card was necessary and for an official city business purpose.” In addition, travel expenses must be documented using a “Travel Expense Report form.” The travel expense report form documents the business purpose for the travel and related expenses per trip (see below example). The business purpose of the travel expense should clearly spell out the benefit to the City of the travel expense.

										Statement number: <input style="width: 50px;" type="text"/>
<b>Expense Statement</b>										
<b>Employee information</b>								<b>Pay period</b>		
Name <input style="width: 100%;" type="text"/>				Department <input style="width: 100%;" type="text"/>				From <input style="width: 50%;" type="text"/>		
Employee ID <input style="width: 100%;" type="text"/>				Manager <input style="width: 100%;" type="text"/>				To <input style="width: 50%;" type="text"/>		
Position <input style="width: 100%;" type="text"/>										
Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertain.	Misc.	TOTAL
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
									<b>Subtotal</b>	0.00
									<b>Advances</b>	
									<b>TOTAL</b>	0.00
<b>Approved by</b>		<b>Notes</b>								
<i>For Office Use Only</i>										

Based upon my review, I did not see evidence of any former or current East Point employee using the City’s Travel Expense Report form when submitting travel expenses for reimbursement. It is difficult, if not impossible, to determine the business nature of travel when there is no completed travel expense report. This is illustrated by the following three cases: Case one involved a traveler who, based upon the receipts, was in two different places at the same time. In case two, based solely upon the submitted receipts, it is unclear when the business portion of the travel started and ended. The last case had little documentation supporting the travel reimbursements. These three cases are detailed beginning on the next page.

1. Travel Receipts Indicate the Same Person was at Two Different Places at the Same Time.

Assistant City Manager Angela Montgomery did not complete a Travel Expense Report for her trip to St. Simon Island, GA from November 9, 2010 to November 12, 2010 to attend a Georgia City-County Management Association training session. Per the Sea Palms hotel receipt, (Document 6, Pg. 11), Ms. Montgomery arrived November 9<sup>th</sup> and departed November 12<sup>th</sup>. However, during that period of time, Ms. Montgomery submitted a gasoline receipt (Document 7, Pg. 12) for reimbursement showing she purchased over 15 gallons of gas at 8:55 a.m. on November 10<sup>th</sup> in the small town of Register, GA, eight miles from the main highway (labeled “B” on the map) and 120 miles away from the training session location (“D” on the map). One hour later she was closer to the training session location (St. Simon Island), but per a City of Savannah parking receipt she submitted for reimbursement (Document 8, Pg. 12), she was still 60 miles away in Savannah, GA. Her City of Savannah parking receipt was valid until 7:57 p.m. that evening (10 hours later) but it is not known whether she remained in Savannah (“C” on the map) until the parking ticket expired.

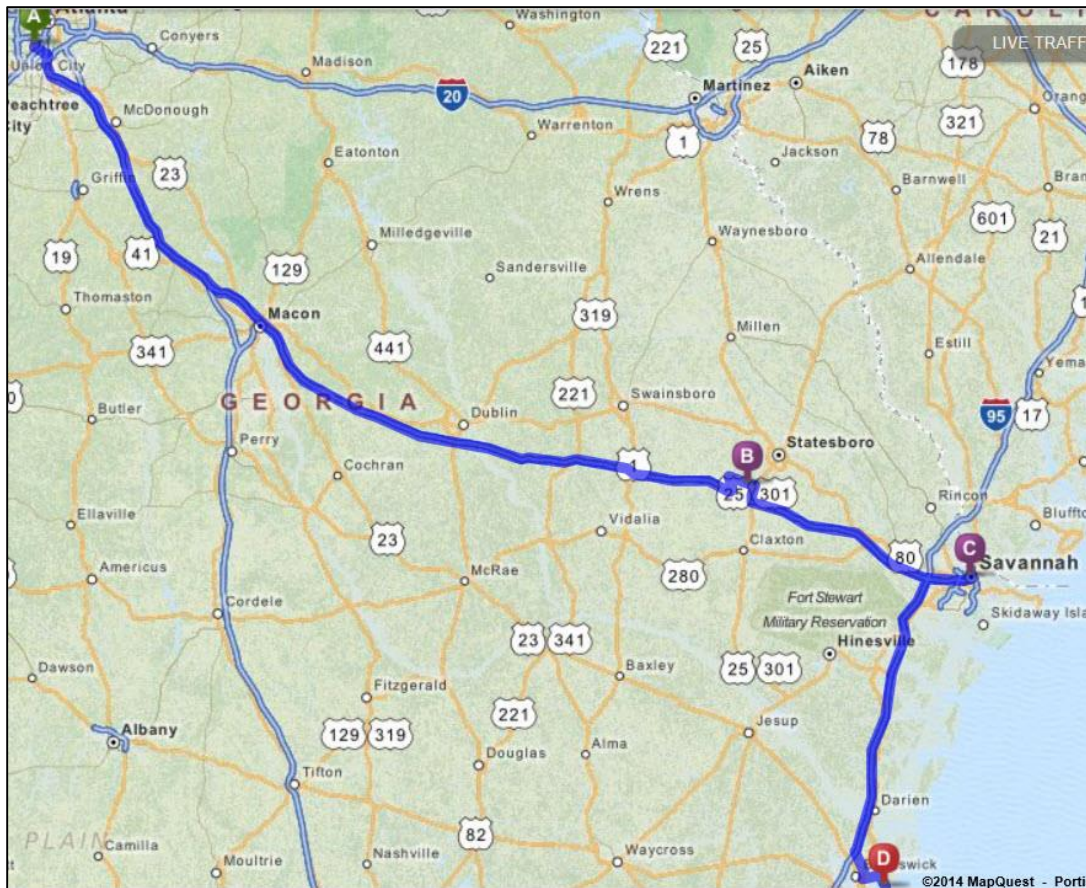



Figure 3: Map Indicating Documented Stops



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**SEA PALMS GOLF & TENNIS RESORT**  
 5445 FREDERICA ROAD  
 ST. SIMONS ISLAND, GA 31522  
 PH 912-639-3351

**Account: 826461**  
**Arrival: 11/09/10**  
**Departure: 11/12/10**  
**Rate: \$99.00**  
**Room: 1330**

MONTGOMERY, ANGELA  
 GA CITY COUNTY MNGMT ASSO E  
 2777 EAST POINT ST  
 EAST POINT, GA 30344

DATE	DESCRIPTION	COMMENT	CHARGE/PAYMENT	BALANCE
11/09/10 RM	ROOM RATE	#1330 MONTGOMERY, ANGE	\$99.00	\$99.00
11/10/10 RM	ROOM RATE	#1330 MONTGOMERY, ANGE	\$99.00	\$198.00
11/11/10 RM	ROOM RATE	#1330 MONTGOMERY, ANGE	\$99.00	\$297.00
11/12/10 MC	MASTERCARD	MASTERCARD	(\$297.00)	\$0.00
<b>BALANCE DUE:</b>				<b>0.00</b>

✓

**Signature:** \_\_\_\_\_  
 I agree that my liability for this bill is not waived.

Document 6

Council Initiated Investigation – Missing Boxes Report

May 12, 2014

3575 Hwy. 301 South  
Register GA 30452

Po Jo's Gas-n-Go, 00200199  
3575 Hwy. 301 South  
Register, GA

11/10/2010 8:55:33 AM 21

XXXXXXXXXXXX7767 MASTERCARD  
INVOICE E/9966327  
AUTH 09532Z

PUMP#6	
UNLEAD REG	15.874G
PRICE/GAL	\$ 2.799
FUEL TOTAL	\$44.43

-----  
Total = \$44.43

CRIND Credit                    \$44.43

Document 7

DISPLAY THIS SIDE UP ON DASHBOARD

EXPIRATION TIME

11/10/10 07:57 PM

CITY OF Savannah

09:57 AM CR 3.00 2100.CENT

DATE PAID

492227

Document 8

May 12, 2014

2. Unclear when the Business Portion of the Travel Started and Ended

Per the rental receipt (Document 9, Pg. 13), the former mayor of the City of East Point, Joe Macon, rented a vehicle in Smyrna, GA on March 26, 2008 and returned it five days later on March 31, 2008. The reimbursement request (Document 11, Pg. 15) did not have an explanation or reason why the vehicle was rented.

Per the hotel receipt (Document 10, Pg. 14) from the Ritz-Carlton Lodge Reynolds Plantation in Greensboro, GA, 92 miles from Smyrna or 1.5 hours away, valet parking was charged and submitted for two days – March 26<sup>th</sup> and 27<sup>th</sup>. There was no hotel lodging expense or gasoline charge for the 398 miles driven.

Page 1 of 1

**ENTERPRISE LEASING COMPANY OF GEORGIA, 2780 CUMBERLAND BLVD, SMYRNA, GA 300803048 (770) 803-1081**

<p><b>RENTAL AGREEMENT</b> 260536</p> <p><b>REF#</b> 2MXJLH</p> <p><b>RENTER</b> MACON, JOE</p> <p><b>DATE &amp; TIME OUT</b> 03/26/2008 11:22 AM</p> <p><b>DATE &amp; TIME IN</b> 03/31/2008 11:00 AM</p> <p><b>BILLING CYCLE</b> 24-HOUR</p> <p><b>VEH #1 2008 NISN TITC XE2W</b> VIN# 1N6AA07D88N324545 LIC# AWZ7552 MILES DRIVEN 398</p>	<p><b>SUMMARY OF CHARGES</b></p> <table border="1"> <thead> <tr> <th>Charge Description</th> <th>Date</th> <th>Quantity</th> <th>Per</th> <th>Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>TIME &amp; DISTANCE</td> <td>03/26 - 03/31</td> <td>1</td> <td>WEEK</td> <td>\$249.95</td> <td>\$249.95</td> </tr> <tr> <td>DW</td> <td>03/26 - 03/31</td> <td>5</td> <td>DAY</td> <td>\$12.99</td> <td>\$64.95</td> </tr> <tr> <td>REFUELING CHARGE</td> <td>03/26 - 03/31</td> <td></td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td colspan="5" style="text-align: right;"><b>Subtotal:</b></td> <td><b>\$314.90</b></td> </tr> <tr> <td colspan="6"><b>Taxes &amp; Surcharges</b></td> </tr> <tr> <td>RENTAL VEHICLE EXCISE TAX</td> <td>03/26 - 03/31</td> <td></td> <td></td> <td>3%</td> <td>\$9.45</td> </tr> <tr> <td>SALES TAX</td> <td>03/26 - 03/31</td> <td></td> <td></td> <td>6%</td> <td>\$18.89</td> </tr> <tr> <td colspan="5" style="text-align: right;"><b>Total Charges:</b></td> <td><b>\$343.24</b></td> </tr> <tr> <td colspan="5"><b>Total Amount Due</b></td> <td><b>\$0.00</b></td> </tr> </tbody> </table> <p><b>PAYMENT INFORMATION</b></p> <table border="0"> <tr> <td><b>AMOUNT PAID</b></td> <td><b>TYPE</b></td> <td><b>CREDIT CARD NUMBER</b></td> </tr> <tr> <td>\$343.24</td> <td>Mastercard</td> <td>XXXXXXXXXXXX7791 PENDING</td> </tr> </table>	Charge Description	Date	Quantity	Per	Rate	Total	TIME & DISTANCE	03/26 - 03/31	1	WEEK	\$249.95	\$249.95	DW	03/26 - 03/31	5	DAY	\$12.99	\$64.95	REFUELING CHARGE	03/26 - 03/31				\$0.00	<b>Subtotal:</b>					<b>\$314.90</b>	<b>Taxes &amp; Surcharges</b>						RENTAL VEHICLE EXCISE TAX	03/26 - 03/31			3%	\$9.45	SALES TAX	03/26 - 03/31			6%	\$18.89	<b>Total Charges:</b>					<b>\$343.24</b>	<b>Total Amount Due</b>					<b>\$0.00</b>	<b>AMOUNT PAID</b>	<b>TYPE</b>	<b>CREDIT CARD NUMBER</b>	\$343.24	Mastercard	XXXXXXXXXXXX7791 PENDING
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\$343.24	Mastercard	XXXXXXXXXXXX7791 PENDING																																																																	

Document 9



Council Initiated Investigation – Missing Boxes Report

May 12, 2014



THE RITZ-CARLTON LODGE™  
REYNOLDS PLANTATION

Mr. Joe Macon

United States

Room Number: 202

Arrival Date: 03/26/08

Departure Date: 03/28/08

CRS No.: 87567249

Page No: 1 of 1

**INVOICE**

Folio No: 45234

The Ritz-Carlton Lodge, Reynolds Plantation

03/28/08

Date	Description	Charges	Credits
03/26/08	Valet Parking	8.00	
03/27/08	Valet Parking	8.00	
03/28/08	Master Card	XXXXXXXXXXXX7791 XX/XX	16.00
<b>Total</b>		<b>16.00</b>	<b>16.00</b>
<b>Balance</b>		<b>0.00</b>	

*The Ritz-Carlton Lodge, a AAA Five Diamond resort, provides guests legendary Ritz-Carlton service highlighted by gracious southern hospitality. The 251-room Lodge is situated on the lazy shore of Lake Oconee with 99 holes of golf designed by the greatest architects of the game, an award-winning Spa with southern-inspired service and exclusive Lodge adventures from fishing for large mouth bass to waterskiing or canoeing...creating a new Southern tradition...rekindling the spirit of endless summer...*

One Lake Oconee Trail, Greensboro, Georgia 30642  
Tel: (706) 467-0600 Fax: (706) 467-0601 www.ritzcarlton.com

Document 10





May 12, 2014

**City of East Point Mayor's Office**  
**Request for Disbursement**

**Date:** April 29, 2008  
**FROM:** Mechelle Brown/Mayor's Office **Amount:** \$576.73  
**RE:** Payment Request **Account:** 1310

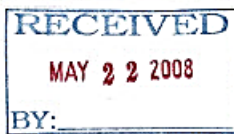
This request for disbursement is to:

**Name:** FIA Card Services  
**Vendor:** 16313  
**Address:** PO Box 15710  
**City, State, Zip Code:** Wilmington, DE 19886


**Reason:** Credit Card Payment

**Additional Comments:**

Line 1 Central Paper Co.	\$48.39	1310-531.17-00
Line 2 Delta Airlines	\$50.00	1310-523.37-00
Line 3 Airlite Office Supply	\$49.95	1310-531.17-00
Line 4 Staples	\$37.43	1310-531.17-00
Line 5 Late Fee	\$29.00	1310-521.13-00
Line 6 Enterprise Rent-A-Car	\$343.24	1310-523.37-00
Line 7 The Ritz Carlton	\$16.00	1310-523.37-00
Line 8 Finance Charge	\$2.73	1310-521.13-00



Approved by:   
Department Head

Approved by:   
Finance Department



Document 11


Council Initiated Investigation – Missing Boxes Report

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3. No Explanation or Detail Provided with Travel Documentation.

Until this year, Jennifer Fine was the City of East Point’s Economic Development Director. The below expenditure was for a three-night stay at the Holiday Inn Express in Thomasville, GA. Per the below confirmation (Document 12, Pg. 16) the scheduled arrival date was March 17, 2009 and the departure date was March 20, 2009. The purpose of the three-night stay was not documented, nor was the detailed receipt from the hotel documenting arrival, departure, room number, and other expenses.

The total charge was \$235.20, (Document 13, Pg. 17) which matches the rate quoted on the reservation confirmation sheet of \$70 per night plus 12% tax.



**RESERVATION INFORMATION**

Confirmation Number	65991574
Arrival	03-17-09
Departure	03-20-09
No. of Guests	1/0
No. of Rooms	1

Our Checkin time is 2:00pm and Our Checkout time is 11:00am

**RATE INFORMATION**

Room Description	King Standard Hearing/Vision I
Rate Plan	70.00
Additional Rate Details	12% Tax

**GUEST INFORMATION AND BOOKING REQUIREMENTS**

Name	Jennifer Fine
Address	2777 East Point Street Atlanta, GA 30344 US
Membership Type	
Membership Number	
Email	agrier@eastpointcity.org
Phone Number	
Credit Card Type	MasterCard

Please cancel by 6pm the day you are due to arrive to avoid penalty charges.

---

Thank you for choosing the Holiday Inn Exp Hotel&Suites Thomasville. We look forward to having you as our guest. The above room rate is per night and is subject to the following taxes - 12% Room Occupancy Tax. If you wish to cancel your reservation, please do so prior to 6:00pm on the day of your arrival to avoid cancellation charges. Please be informed that photo identification will be required at time of check in.

Should you have any questions, please do not hesitate to call us at (229) 226-4656. We look forward to welcoming you to Holiday Inn Express Hotel & Suites in Thomasville, Ga.

Best regards,  
Reservations Office  
Email: Myhotel@emailaddress.com

---

Holiday Inn Express Hotel & Suites  
452 Liberty Street  
Thomasville, GA 31757

Document 12

May 12, 2014



**Platinum Plus  
for Business  
Cardholder Statement**



Credit Limit	\$7,000	Billing Date	04-04-09
Cash Limit	\$7,000	Days in Billing Cycle	31
Cash Advance Balance	\$0.00	Payment Due Date	04-28-09
Available Credit	\$3,917	Minimum Payment Due	\$62.00
<b>New Balance</b>		<b>\$3,082.90</b>	

CRANDALL JONES  
ATTN: STEPHEN GRIER CITY MGRS OFF

Account Number:  
5588 4649 9783 1745

**RECEIVED**  
APR 08 2009

Page 1 of 2

**CARDHOLDER ACTIVITY**

Posting Date	Sale Date	Category	Reference Number	Transactions	Amount
03-06	03-05		55417349065730652931763	BENJAMINS OF EAST POIN ATLANTA GA	796.08
03-06	03-05		55436879065640650377104	GEORGIA MUNICIPAL ASSO 678-6866229 GA	735.00
03-06	03-05		55436879065640650379472	GEORGIA MUNICIPAL ASSO 678-6866229 GA	215.00
03-06	03-05		55436879065640650380454	GEORGIA MUNICIPAL ASSO 678-6866229 GA	215.00
03-06	03-05		55436879065640650384985	GEORGIA MUNICIPAL ASSO 678-6866229 GA	315.00
03-12	03-11		55429509070849378192670	EROSIONTRG GEOLOGIC 6784695120 GA	95.00
03-13	03-12		55464949071207653000162	GOVERNMENT TRAINING ATHENS GA	425.00
03-13	03-13			OVERLIMIT FEE	39.00
03-16	03-13		07274405350000502665350	PAYMENT RECEIVED – THANK YOU	34.29CR
03-16	03-12		55436879075640720322740	GEORGIA MUNICIPAL ASSO ATLANTA GA	735.00CR
03-20	03-20		0798620000000000124072	Pay By Phone Payment	824.31CR
03-23	03-20		55547519080576453010113	<b>HOLIDAY INN EXPRESS HO THOMASVILLE GA</b>	<b>235.20</b>
				ARR:03-17-09 DEP:03-20-09 INV:285946	
03-23	03-20		55457029079207845400058	TRINGALIS RISTORANTI ATLANTA GA	42.80
03-24	03-23		08274405350000501912058	PAYMENT RECEIVED – THANK YOU	824.31CR
03-25	03-23		55417349083580831647758	AIRTRANAI 33200638872260 ATLANTA GA	669.20
				NM:HUMPHREY/HERBER TKT:33200638872260	

**Customer Service:**  
800.892.3219, 24 hours  
www.fiabusinesscard.com

**Outside the U.S.:**  
302.457.3281, 24 hours

**For Lost or Stolen Card:**  
800.892.3219, 24 hours

**Send Billing Inquiries to:**  
FIA CARD SERVICES  
PO BOX 15184  
WILMINGTON DE 19850-5184

Finance Charges	Total Annual Percentage Rate 0.00%			
	Average Daily Balance	Daily Rate	Annual Percentage Rate	Periodic Finance Charge
PURCHASES	\$0.00	0.04929%	17.99%	\$0.00
CASH	\$0.00	0.05477%	19.99%	\$0.00

Account Summary	
Previous Balance	\$522.01
Payments	- \$1,682.91
Credits	- \$768.92
Purchases/Other	+ \$4,973.72
Debits/Other Fees	
Cash Advances	+ \$0.00
Overlimit Fees	+ \$39.00
Late Payment Fees	+ \$0.00
Finance Charge	+ \$0.00
<b>New Balance</b>	<b>= \$3,082.90</b>

**PAID**

Please see the reverse side for information about your account.

Document 13



May 12, 2014


C. Use of the City’s Credit Card for Personal Expenses

The City of East Point’s credit card policy states “The credit card is to be used for City purchases only” and the “Cardholder may not charge any personal items on the City Purchase card.” The below chart documents personal expenditures paid using the City’s credit card. The personal expenditures totaled \$746.36 and were re-paid to the City within 35 days.

Use of the City’s Credit Card for Personal Expenses				
Vendor Name	Date	Amount	Responsible Party	Reference Number, Page Number
1. Comcast Cable	09-22-10	301.26	Jackie Slaughter-Gibbons	Document 14, Pg. 19
2. Comcast Cable	09-25-10	380.00	Jackie Slaughter-Gibbons	Document 14, Pg. 19
3. Shell Oil	11-23-10	10.01	Angela Montgomery	Document 15, Pg. 20
4. BP Moreland	12-21-10	15.00	Angela Montgomery	Document 16, Pg. 21
5. Racetrac Gasoline	02-28-11	20.09	Angela Montgomery	Document 17, Pg. 22
6. Shell Oil	03-01-11	20.00	Angela Montgomery	Document 17, Pg. 22



May 12, 2014



037 - 0132270 - 0084

New Balance **\$2,046.27**

JACQUELINE SLAUGHTER  
2777 E POINT ST

Account Number: \_\_\_\_\_

OCT 12 10 PM 1:04

Page 1 of 1

**CARDHOLDER MESSAGES**

HAVE YOU FORGOTTEN? YOUR ACCOUNT IS PAST DUE. IF PAYMENT HAS ALREADY BEEN MADE, THANK YOU AND PLEASE DISREGARD THIS REMINDER. PLEASE CALL (800)673.1044.

**CARDHOLDER ACTIVITY**

Posting Date	Sale Date	Category	Reference Number	Transactions	Amount
09-06	09-03		55417340247582470999153	DELTA 00623331566653 LOS ANGELES CA NMI:SLAUGHTER GIBBO TKT:00623331566653 OARP:ATL SVC:Q DARP:DEN FR:0A07A0 DEP:112910 OARP:DEN SVC:T DARP:ATL FR:TA21A0 DEP:120210 NATIONAL LEAGUE OF CIT 202-6263064 DC STAPLES 0011138 EAST POINT GA	407.40
09-14	09-08		55436870257132526211979	COMCAST CABLE COMM 800-COMCAST CA	110.00 CR
09-15	09-14		05410190258105148833831	COMCAST CABLE COMM 800-COMCAST CA	60.68
09-22	09-22		55432860265000086748463	COMCAST CABLE COMM 800-COMCAST CA	301.26
09-27	09-25		55432860268000569019488	COMCAST CABLE COMM 800-COMCAST CA	280.00
10-01	10-01			LATE PAYMENT FEE	39.00
10-04	10-04			PURCHASE *FINANCE CHARGE*	23.58

<p><b>Customer Service:</b> 800.892.3219, 24 hours www.fiabusinesscard.com</p> <p><b>Outside the U.S.:</b> 302.457.3281, 24 hours</p> <p><b>For Lost or Stolen Card:</b> 800.892.3219, 24 hours</p> <p><b>Send Billing Inquiries to:</b> FIA CARD SERVICES PO BOX 15184 WILMINGTON DE 19850-5184</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Finance Charges</th> <th>Total Annual Percentage Rate</th> <th>17.99%</th> </tr> <tr> <td>Average Daily Balance</td> <td>Daily Periodic Rate</td> <td>Annual Percentage Rate</td> </tr> </thead> <tbody> <tr> <td>PURCHASES \$1,595.15</td> <td>0.04928%</td> <td>17.99%</td> </tr> <tr> <td>CASH \$0.00</td> <td>0.04928%</td> <td>17.99%</td> </tr> </tbody> </table>	Finance Charges	Total Annual Percentage Rate	17.99%	Average Daily Balance	Daily Periodic Rate	Annual Percentage Rate	PURCHASES \$1,595.15	0.04928%	17.99%	CASH \$0.00	0.04928%	17.99%	<p><b>Account Summary</b></p> <table border="0" style="width: 100%;"> <tr> <td>Previous Balance</td> <td style="text-align: right;">\$944.35</td> </tr> <tr> <td>Payments</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Credits</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Purchases/Other</td> <td style="text-align: right;">\$1,149.34</td> </tr> <tr> <td>Debits/Other Fees</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Cash Advances</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Overlimit Fees</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Late Payment Fees</td> <td style="text-align: right;">\$39.00</td> </tr> <tr> <td>Finance Charge</td> <td style="text-align: right;">\$23.58</td> </tr> <tr> <td><b>New Balance</b></td> <td style="text-align: right;"><b>\$2,046.27</b></td> </tr> </table>	Previous Balance	\$944.35	Payments	-	Credits	-	Purchases/Other	\$1,149.34	Debits/Other Fees	-	Cash Advances	\$0.00	Overlimit Fees	\$0.00	Late Payment Fees	\$39.00	Finance Charge	\$23.58	<b>New Balance</b>	<b>\$2,046.27</b>
Finance Charges	Total Annual Percentage Rate	17.99%																																
Average Daily Balance	Daily Periodic Rate	Annual Percentage Rate																																
PURCHASES \$1,595.15	0.04928%	17.99%																																
CASH \$0.00	0.04928%	17.99%																																
Previous Balance	\$944.35																																	
Payments	-																																	
Credits	-																																	
Purchases/Other	\$1,149.34																																	
Debits/Other Fees	-																																	
Cash Advances	\$0.00																																	
Overlimit Fees	\$0.00																																	
Late Payment Fees	\$39.00																																	
Finance Charge	\$23.58																																	
<b>New Balance</b>	<b>\$2,046.27</b>																																	

Please see the reverse side for information about your account.

Please return coupon with your payment.

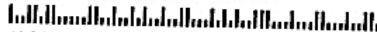
**Business Card Payment Coupon**

Check box and indicate address change on reverse.

Please Enter Amount Enclosed \$ \_\_\_\_\_

Make check or money order payable to:  
FIA CARD SERVICES  
Mail payment to address below.

<p>Account No. _____</p> <p>Payment Due Date <u>10-31-10</u></p> <p>Minimum Payment Due <u>\$92.81</u></p> <p>New Balance <u>\$2,046.27</u></p>	<p><b>REGIONS</b></p> <p>FIA CARD SERVICES PO BOX 15710 WILMINGTON DE 19886-5710</p>
---	--


\*\*P0001473

JACQUELINE SLAUGHTER  
CITY OF EAST POINT  
2777 E POINT ST  
EAST POINT GA 30344-3240

10-4-10  
Statement

pd on 12/15/10  
Cm Slaughter - Gibbo  
Reimbursed the city on 10/27/10

Document 14



May 12, 2014

WELCOME TO  
KIMIA'S MARI

SALES RECEIPT  
57 543 345409  
SHELL  
3639 FLAT SHOALS R  
DECATUR GA 30034

DATE 11/23/10 7:05PM  
INV# ICF# 375923  
AUTH# 08698Z  
MASTERCARD  
ACCOUNT NUMBER  
XXXX XXXX XXXX 2903  
MONTGOMERY/ANGELA

PUMP PRODUCT \$/G  
05 MID \$2.929

GALLONS FUEL TOTAL  
3.418 \$ 10.01

TOTAL SALE \$ 10.01

Apply for the new  
Shell Drive for  
FivesM Card today  
and save 5 cents per  
gallon.  
Apply today! Call  
1-877-278-2624.

THANK YOU  
COME BACK SOON

Document 15





May 12, 2014



Document 16

May 12, 2014





**Platinum Plus  
for Business  
Cardholder Statement**

ANGELA D MONTGOMERY  
2777 E POINT ST

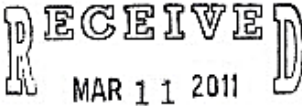
**Account Number:**  
5588 4691 1932 2903

Credit Limit	\$3,000	Billing Date	03-04-11
Cash Limit	\$00	Days in Billing Cycle	28
Cash Advance Balance	\$0.00	Payment Due Date	03-31-11
Available Credit	\$2,946	Minimum Payment Due	\$10.00
<b>New Balance</b>		<b>\$54.09</b>	

Page 1 of 1

**CARDHOLDER ACTIVITY**

Posting Date	Sale Date	Category	Reference Number	Transactions	Amount
02-23	02-22		05374700090053074532609	PAYMENT-THANK YOU - IP	808.80 CR
02-24	02-22		55536971054556684400017	ACME SECURITY 04048355000 GA	14.00
03-02	02-28		05410191060974453770607	RACETRAC467 - 00004671 LAWRENCEVILLE GA	28.09
03-03	03-01		53308761061547978013940	SHELL OIL 910040170QPS LILBURN GA	28.00



**Customer Service:**  
800.892.3219, 24 hours  
www.fiabusinesscard.com

**Outside the U.S.:**  
302.457.3281, 24 hours


**For Lost or Stolen Card:**  
800.892.3219, 24 hours

**Send Billing Inquiries to:**  
FIA CARD SERVICES  
PO BOX 982338  
EL PASO TX 79998-2338

Finance Charges	Annual Percentage Rate				0.00%
	Total	Average Daily Balance	Daily Periodic Rate	Annual Percentage Rate	
PURCHASES	\$0.00	0.04929%	17.99%	\$0.00	
CASH	\$0.00	0.05477%	19.99%	\$0.00	

**Account Summary**

Previous Balance	\$808.80
Payments	\$808.80
Credits	\$0.00
Purchases/Other Debits/Other Fees	\$54.09
Cash Advances	\$0.00
Overlimit Fees	\$0.00
Late Payment Fees	\$0.00
Finance Charge	\$0.00
<b>New Balance</b>	<b>\$54.09</b>



Please see the reverse side for information about your account.

Document 17





May 12, 2014

D. Miscellaneous Purchase with Incomplete or No Explanation of Business Purpose

The following expenditure was properly approved, but does not have the proper or complete explanation for the respective business purpose.

Miscellaneous Purchases with Incomplete or No Explanation of Business Purpose					
Vendor Name	Item	Date	Amount	Requestor/Approver	Reference Number, Page Number
Siegfried Jones	Summer Camp Expense Advance <sup>1</sup>	05-26-09	3,500.00	Siegfried Jones/Jim Schuster	Document Pgs. 24 - 26

<sup>1</sup> Per the disbursements journal, two other checks were made payable to Mr. Siegfried Jones around Memorial Day. The checks were dated 06-17-10 and 05-13-11 and the amounts were \$3,000 and \$3,500 respectively. I could not locate documentation to support either of these two checks, but according to bank reconciliation information, the checks were cashed within 30 days of the check dates.

May 12, 2014

**Request for Disbursement**

**Date:** May 26, 2009

**FROM:** Parks & Rec

**RE:** Payment Request \$3,500.00 100-0000-111-19-10

This request for disbursement is to:

**Name:** Seigfried Jones

**Address:** 165 [REDACTED]

**City, State, Zip Code:** [REDACTED] GA [REDACTED]

**Description:** Cash Advance for summer camps

Approved by: [Signature]  
Seigfried Jones, Director of Parks & Rec

Approved by: [Signature]  
Jim Schuster, Director of Finance

I redacted his home address to protect his privacy. M. Felton

RECEIVED  
MAY 27 2009

Document 24

Council Initiated Investigation – Missing Boxes Report

May 12, 2014

<b>EAST POINT USA • INTERNATIONAL CITY • COMMUNITY OF THE FUTURE</b>					
ORGANIZATION	ACCOUNT	PURCH. ORDER	INVOICE NUMBER	AMOUNT	DESCRIPTION
10000001	11910		CASH ADVANCE	3,500.00	SUMMER CAMPS

14973	*****3,500.00	2034531
-------	---------------	---------

THIS DOCUMENT HAS A COLORED BACKGROUND AND INVISIBLE FLUORESCENT FIBERS - VIEW UNDER BLACK LIGHT

**Regions Bank**  
Georgia  
64-137 611

**EAST POINT USA**  
**INTERNATIONAL CITY**  
**COMMUNITY OF THE FUTURE**

**CHECK** 2034531  
**DATE** 05/29/2009  
**AMOUNT** \*\*\*\*\*3,500.00

**PAY** THREE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS \*\*\*\*\*

**TO THE ORDER OF**  
SIGFRIED F. JONES  
CITY OF EAST POINT  
DIRECTOR OF PARKS/RECREATION  
EAST POINT GA 30344

**NON-NEGOTIABLE** MP  
MP

BLEED THROUGH NUMBERS SHOW ON BACK - MICRO-PRINT SIGNATURE LINE (MAGNIFY TO VIEW)  
⑈ 2034531⑈ ⑆ 061101375⑆ 69 1010 3952⑆

Document 25



May 12, 2014



**Finance Department**

2777 East Point Street  
East Point, Georgia 30344  
Phone: (404) 270-7150  
Fax: (404) 209-5137

Date: June 1, 2009

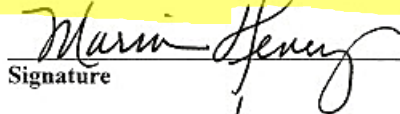
Name: Seigfried I Jones  
14973

Re: Receipt of payment

Check#: 2034531


Amount: \$3,500.00

I have received the above referenced check for the amount shown.

  
Signature

6/2/09  
Date

  
Print Name

  
Finance Manager

6-4-09  
Date

Document 26

## IV. Conclusion

My review focused on the missing Regions' FIA Card Services documents. As documented in the above findings, my investigation discovered violations of the City of East Point's Credit Card Policy.

The violation summary covers:

1. Prohibited Capital Expenditures
2. Travel and Other Expenditures without Proper Documented Justification
3. City's Credit Card Used for Personal Purchases
4. Miscellaneous Purchases with Incomplete or No Documented Business Purpose

This report cannot be used for any other purpose than for that which originally precipitated this investigation. In addition, the report cannot stand alone and must refer to the work paper file for accurate interpretation.

I thank the management and staff of the City for their assistance and courtesies extended throughout this Council Initiated Investigation.



May 12, 2014

**V. Appendix A – Photos of Found Boxes**



*Photo 1: Main Level in Bin 185*



*Photo 2: Main Level in Aisle*



*Photo 3: Main Level in Top Bin*



*Photo 4: Loft Level on Table and Floor*



*Photo 5: Loft Level below Bin 155*



*Photo 6: Main Level below Bin 175*

Council Initiated Investigation – Missing Boxes Report

May 12, 2014



Photo 7: Loft Level in and below Bin 145



Photo 8: Main Level below Bin 143



Photo 9: Loft Level along Far Wall Shelf



May 12, 2014

**VI. Appendix B – East Point Police Department Evidence/Property Receipt**

EAST POINT POLICE DEPARTMENT EVIDENCE / PROPERTY RECEIPT			CASE NUMBER 13-009654		
BAG ALL CASH, NARCOTICS, JEWELRY AND WEAPONS SEPARATELY					PAGE 1 OF 1
DATE	7-10-13	TIME	1500	TYPE OF OFFENSE Investigation	
ADDRESS WHERE RECOVERED 3120 Bayard Street, East Point, GA, 30344 (contracts & Procurement storage facility)					
OWNER	NAME City of East Point	ADDRESS 2777 East Point St, East Point, GA, 30344		PHONE 404-270-7000	
VICTIM	N/A	N/A		N/A	
SUSPECT(S)	N/A	N/A		N/A	
<input checked="" type="checkbox"/> EVIDENCE <input type="checkbox"/> FOUND PROPERTY <input type="checkbox"/> PERSONAL PROPERTY <input type="checkbox"/> FORFEITURE <input type="checkbox"/> DESTROY					
ITEM #	QTY	DESCRIPTION		CURRENCY ONLY	
1	59	Boxes of Misc. Paperwork / Documents		\$100 X ( ) =	<del>                     \$ 80 X ( ) =                      \$ 20 X ( ) =                      \$ 10 X ( ) =                      \$ 5 X ( ) =                      \$ 1 X ( ) =                      \$ .50 X ( ) =                      \$ .10 X ( ) =                      \$ .05 X ( ) =                      \$ .01 X ( ) =                      Total:                 </del>
Last Item					
CHAIN OF CUSTODY					
ITEM #	DATE	TIME	RECEIVED FROM	RECEIVED BY	PURPOSE FOR CHANGE OF CUSTODY
1	7-10-13	1625	Alfonso Brad Bowman	Lt. McWhorter	Evidence
1	7-10-13	1650	Lt. McWhorter	[Signature]	Evidence
NOTICE					
<b>Property:</b> Items listed as property must be claimed within (90) days or the property is SUBJECT TO DISPOSAL, WITHOUT FURTHER NOTIFICATION. <b>Evidence:</b> Upon final disposition of the court case or criminal investigation, it is YOUR responsibility to file a written claim for the return of any confiscated items. Claims must be filed within (90) days from date of final disposition of the case or evidence is SUBJECT TO DISPOSAL, WITHOUT FURTHER NOTIFICATION. <b>Claims:</b> Written claims may be submitted to the Evidence Section, 2727 East Point Street, East Point, Georgia 30344, or by calling (404)209-5175. Property & Evidence may be claimed between the hours of 8:00A.M. and 4:00 P.M., Monday through Friday.					
WHITE/YELLOW: EVIDENCE SECTION			PINK: SUBJECT/OWNER		EPPD REV 11/04





## VII. Appendix C – City of East Point Credit Card Policy



### CITY OF EAST POINT CREDIT CARD POLICY

**POLICY:** The purpose of the credit card is principally for use in the purchase of gasoline for city 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 City Manager.

#### I. Use of credit card

A. The credit card is to be used for City purchases only.

B. No person other than the Cardholder is authorized to use the card unless prior written authorization is obtained from the Cardholder.

C. The credit card may be used at any business establishment, which accepts credit cards for payment.

D. Cardholder should exhaust all other methods of procurement before using the credit card (i.e., purchase orders or invoicing)

E. The Cardholder must be able to justify that the use of the credit card was necessary and official city business purpose.

F. Cardholder shall take all necessary precautions to keep the card and card number in secure location.

G. Cardholder's department is responsible for all charges incurred on the credit card including any annual service fees and finance charges.

#### II. Telephone and Facsimile Orders

A. When placing a telephone/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. All telephone/facsimile orders must be recorded on the "Record of Purchase card Use" form when the transaction occurs.

C. 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.

May 12, 2014

D. If no receipt is available for the telephone/facsimile order, complete the "Telephone/Facsimile Order" form in full. This form will be used as the documentation when reconciling the Monthly Statement of Account.

E. NO backorders are allowed.

### III. 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. All purchases are to be recorded on "Record of Purchase card Use" form. This form must be maintained as charges occur.

C. If, for any reason, the Cardholder does not have documentation for a transaction, the Cardholder must attach a "Statement of Missing Documentation" form, 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 City Manager's signature are required on the form.

D. If receipts are related to travel, it is the Cardholder's responsibility to photocopy the receipts to attach to their "Travel Expense Report" form. The original must be forwarded to the Finance Department for reconciliation with Monthly Statement.

E. Copies of all necessary forms are enclosed within this section of the Financial Operations Guide.

### IV. 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 City Purchase card.

3. Gasoline purchases or 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 City of East Point 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 City credit card.

2

**V. Reconciliation and Payment**

A. At the close of each billing cycle, the Finance Department must receive a "Check Request" form and provide a due date for its submission.

B. Attach all additional documentation necessary, complete all forms fully and assure that all necessary signatures have been obtained.

C. The department will reconcile all necessary receipts to the "Monthly Statement of Account" and submit for payment to the Accounts Payable Specialist the week before payment is due.

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

E. Submission of reconciled statements 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.

G Failure of a credit card holder to satisfy the above will result in the loss of the credit card usage and any unreconciled or undocumented items will be the responsibility of the credit card holder.

**VII. Disputes**

A disputed item could result from numerous circumstances including defective purchases and unauthorized use. The following 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, you may contact FIA Card Services' Dispute Department at 1 800 410 6465. An affidavit will have to be completed and returned to FIA Card Services.

C. Forward a copy of the affidavit to the Finance/Accounts Payable Department.

**VIII. Lost or Stolen Cards**

Should any Cardholder lose, suspect of having lost or have their Purchase 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 Purchase card Issuer at 1-877-451-4602. They can be reached 24 hours a day, seven days a week.

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

May 12, 2014

**IX. Termination / Resigning Employees**

A. All efforts will be made by the Finance Department to obtain the Purchase card, any receipts, "Record of Purchase 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 purchase card cannot be collected, a "Purchase card Maintenance" form shall be completed by the head of the department or City Manager, as may be appropriate, to insure the card is canceled.

**X. Policy Violations**

If the cardholder fails to reconcile his or her monthly statements in a timely manner, the City Manager, upon recommendation from the Finance Director, may suspend all card privileges. Continued failure to follow this policy may result in loss of cardholder privileges and, may result in disciplinary action, including termination of employment.



**City of East Point Purchase card User Agreement**

1. I understand that I am making a financial commitment on behalf of the City of East Point and will strive to obtain the best value for the City.

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 City of East Point for all incurred charges and any fees related to the collection of those charges.

5. Departments will reconcile the monthly statement and submit supporting receipts/documentation to the Accounting Division in adequate time to make the monthly 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 City of East Point employment, I will return my credit card and all appropriate documentation to the Finance Department.

8. I will use the City of East Point credit card with the highest degree of personal and professional integrity and ethics, recognizing my responsibility to the public and the City organizations.

9. I agree to promptly contact either Finance at x7150 or the City Manager's Office at x7017 if I lose, misplace, or have my credit card stolen, and FIA Card Services at 1 800 892 3219.

I have received, read, understand, and agree to comply with the City of East Point Credit Card User Policy.