

TOWN OF RUTLAND CREDIT CARD POLICY

PURPOSE. Credit cards provide a convenient method of obtaining goods and services for the Town. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting Town business.

CARD HOLDERS AND LIMITS.

- a. Only authorized users may use the Town's credit card. Authorized users are the Town Administrator, Town Treasurer, Recreation Director, Fire Chief, Police Chief, Road Commissioner, head lister and Transfer Station Manager. This list may be modified by vote of the Select Board, and list of authorized users' names will be updated annually.
- b. There will be a single credit card which will be held in the Town Treasurer's office. The Town Treasurer will receive and verify the monthly credit card bill. The Treasurer will maintain a check in--check out log form. The authorized user will sign the log attesting to his/her receipt of the card and acknowledging having read and understood this policy. The log will again be signed when the card is returned and the documentation submitted. [See attached]. A copy of this policy will be kept with the log form.
- c. The limit on this card will be \$1500. Any purchase made by credit card must be for items authorized in the department's budget. The credit card may only be used to purchase goods or services for official business of the Town. The credit card will not be used for personal purchases, cash advances or purchases that exceed the amount budgeted in the department's budget. Anyone who makes unauthorized purchases or advances will be liable for the amount of such purchase or advance, plus any administrative fees charged by the bank in connection with the misuse. Employees may be subject to disciplinary action for misuse of a Town credit card, up to and including termination.
- d. The preferred method of payment will remain the purchase order and prior approval by the Select Board. The credit card will only be used when a PO can't be used or is impractical because of time constraints.
- e. The Town Treasurer will present the monthly credit card statement with details about its use to the Select Board for each month. The Select Board will vote on whether to ratify each use of the card.

SECURITY. Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Select Board, the Town Treasurer and the credit card company or bank if the credit card is lost or stolen.

DOCUMENTATION.


- a. The authorized person using the credit card must submit to the Town Treasurer receipts and Credit Card Purchase Report form [see attached] detailing the good or services purchased, cost, date of purchase, official business for which the item was purchased, and budget line item against which the expense should be recorded. This documentation must be submitted within 5 days of use of the card.

b. For over-the-counter purchases, documentation will include the invoice and customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order conformation page. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor.

c. Failure to provide documentation or to complete the log, or failure to follow these policies for use of the credit card may result in suspension or rescission of credit card privileges. The Treasurer will report any such failures or misuse to the Select Board.

SEPARATION. Prior to separation from the Town, the cardholder will surrender the credit card to the Select Board.

The foregoing Policy is hereby adopted by the Select Board of the Town of Rutland, Vermont, this 17 day of May, 2016 and is effective as of this date until amended or repealed.


_____ John Paul Saugnant





TOWN OF RUTLAND
CREDIT CARD PURCHASE REPORT FORM

This form must be completed and turned in, along with all receipts, within (5) business days of the credit card use. Please return the form and receipts to the Town Treasurer.

Employee making purchase: _____

Department: _____

Date of purchase	Item purchased/reason for purchase	Amount	Account # to be charged

Town Treasurer's Use:

Date received by Town Treasurer: _____

Approved by Treasurer for payment: _____

Ratified by Select Board on: _____