

Adopted: September 20, 2011 Board of Selectmen Meeting

Procedures

Employee Use of Town Credit Card

1. Authorization-The Town Administrator and Department Head must provide written authorization prior to the issuance for use of a Town Credit card to a Town Employee. *See form.*
2. Restricted use-The use of a Town credit card is subject to the following restrictions.
 - No personal or private expenditure shall be charged to a Town account.
 - No regular operating expenses (e.g. monthly telephone bills, inter-net agreement, etc.) shall be charged to a credit card, unless authorized by the Town Administrator.
 - Each expense charged must be accompanied by the actual itemized receipt and purchase order.
 - Expenses must be approved pursuant to the Purchase Policy
 - Travel expenses should be submitted for payment via a purchase order whenever possible.
 - Documentation of each expense shall be submitted with the credit card statement. All reimbursements require full documentation including receipts. All expenses submitted without receipts will not be paid.
 - No cash advances will be permitted on a Town credit card.
3. Card Payments-All statements shall be submitted with required documentation in a timely manner to avoid late and interest fees. Expenses without proper documentation shall be the responsibility of the cardholder.
4. Violations of the Town's credit policy shall result in disciplinary action.