



POLICY MANUAL

Legal References: 	Policy Department: ADMINISTRATION
Cross References: Finance	Policy Number: A10
Adoption Date: September 25, 2017 Revision Date:	Policy Title: Credit Card Guidelines <hr style="border: 0.5px solid black;"/> Review Date:

DEFINITIONS

“Cardholder” means a Town employee who has been issued a credit card and who is authorized to make purchase in accordance with this policy.

CARDHOLDERS:

1. Must supply receipts for each purchase to the Finance Clerk within the week of the purchase.
2. Cardholders that cannot produce a receipt shall be responsible to reimburse the Town.
3. Must ensure that their credit card is secure to avoid risk of unauthorized use.
4. Return the credit card immediately upon the request of the Chief Administrative Officer.

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5. Lost or stolen credit cards must immediately be reported to the Credit Card Company and the Town's Finance Clerk.

CREDIT CARD RESTRICTIONS:

1. The credit card will not be used to purchase items or services for personal use or the purchase of alcohol.
2. Any violation of this policy will be investigated and could result in termination and/or criminal prosecution.
3. Credit card may not be used to obtain cash.