

Town of Meredith – Administrative Regulation

Effective Date: 4-15-2012 Regulation No: 24

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Approved by: Philip L. Warren, Jr., Town Manager

SUBJECT: CREDIT CARD POLICY

I. Purpose

The purpose of this policy is to establish guidelines for the use of debit/credit cards issued in the name of the Town of Meredith to be utilized as a business tool; said cards are maintained in the Administrative Services Department.

II. Description of Use:

Debit/Credit cards are provided as a method of purchasing products/services from a vendor that will only accept a debit/credit card as payment or in the event of an emergency. In the event that a vendor is inactive, it the department's responsibility to update the vendor as outlined in AR#25, Accounts Payable Policy to facilitate purchasing.

III. Responsibility of Employee Utilizing the Town Debit/Credit Card:

1. Prior to the issuance for use, the employee shall complete the "Requisition" form.
2. The Administrative Services Director shall make inquiries into the use of the card, will verify that the vendor to be used is not in the Accounts Payable system, and what items are to be purchased.
3. The issued card must be safeguarded at all times; lost or stolen cards shall be reported immediately to the Administrative Services Department, to enable proper notification to cancel the card.
4. The employee issued the card is solely responsible for the card and shall not allow another employee access or use of the card.
5. The employee shall obtain and return original receipts with the card to Administrative Services in a timely manner.
6. Department Heads are responsible for their employee's purchases on the Town's debit/credit cards.
7. Department Heads will be notified by Administrative Services that completed documentation must be signed-off and coded for payment; once completed, the form will be forwarded to Accounts Payable to audit to charges against the Town's accounts.

IV. Misuse of Credit Cards:

1. The Department Head and/or the employee may lose the privilege of utilizing the debit/credit cards in the event procedures are not followed.
2. An employee making unauthorized purchases with any card or use of any card in an inappropriate manner will be subject to disciplinary action; including restitution, termination of employment and/or criminal prosecution. Disciplinary action would be determined by the Town Manager.
3. If any item purchased with a debit/credit card is not acceptable, arrangements must be made for a return for credit or an exchange; cash or check refunds are prohibited.

V. Auditing Charges:

1. All charges must be properly documented to accurately account for departmental expenses.
2. In the event the proper documentation is not received; the amount of the charges on any account will be assigned to the department that signed out the card on a specific day.