

# Town of Meredith - Administrative Regulation

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Effective Date: April 01, 2006                      Regulation No: 24  
Revision Date:    Supersedes:  
Approved By: Phillip L. Warren, Jr.

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## **SUBJECT: CREDIT CARD POLICY**

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### **I. PURPOSE**

The purpose of this policy is to guidelines for the use of credit cards issued in the name of the Town of Meredith to certain authorized employees to be utilized as a business tool.

### **II. DESCRIPTION OF USE:**

Credit cards are provided to certain Town of Meredith employees to provide a convenient method of purchasing products or services from a vendor that the Town of Meredith may not have an active account with, the vendor will only accept a credit card as payment or in the event of an emergency.

An individual credit card is issued in the name of the Town of Meredith and assigned to a specific employee (cardholder). The cardholder shall have control of the credit card at all times. A Town credit card has been issued to the Administrative Services Department and is available for purchases that can only be made by use of a credit card.

### **III. CARDHOLDER RESPONSIBILITY:**

1. The cardholder shall safeguard the credit card account numbers at all times; lost or stolen credit cards must be reported immediately to the Administrative Services Department so that proper action can be taken.
2. The cardholder shall keep the credit card in a secure location at all times.
3. The cardholder shall not allow anyone to use the credit card at any time.
4. The cardholder shall obtain and retain original receipts for goods and services purchased. Any form of cancelled checks and copies of credit card bills do not substitute for original receipts.
5. The cardholder shall review monthly statements against receipts for accuracy and ensure all transactions posted are legitimate transactions made by the cardholder. The authorized user of the credit card shall sign the receipts and statement that the goods have been received.
6. The cardholder shall submit the statement and documentation in a timely manner to the Administrative Services Department for payment processing.
7. The cardholder shall surrender the credit card and corresponding documentation to the Administrative Services Department prior to separation from the Town of Meredith.

**IV. MISUSE OF CREDIT CARDS:**

A cardholder who makes any unauthorized purchases with the card or uses the card in an inappropriate manner will be subject to revocation of the credit card and disciplinary action including restitution to the Town of Meredith for unauthorized purchases, possible cancellation, termination of employment and criminal prosecution, as well as reimbursement of unauthorized use.

If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check, then the funds must be returned immediately to the Administrative Services Department for deposit to the Town of Meredith.

**V. ISSUANCE OF CREDIT CARDS:**

The Administrative Services Director has the authority to issue Town of Meredith credit cards (with the concurrence from the Town Manager). The Administrative Services Director and the Town Treasurer are the only authorized persons to set forth dollar limitations, make changes to the account and purchasing authority. Request for changes must be made in writing to the Administrative Services Director.

Phillip L. Warren, Jr.  
Town Manager