

TOWN OF GREENTOWN

Employee Use of Company Credit Card or Charge Accounts

- **Authorization** – The town credit cards shall be kept in the Utility Office and must be signed out for use and shall be returned by the start of the following workday.
- **Credit cards issued in an employee's name** may be held by the employee and must be cancelled and returned to the Clerk-Treasurer upon termination of employment.
- **Employee Agreement** – The employee must sign an agreement acknowledging that he has read and understands the policies and procedures governing the use of a town credit card or charge account.
- **Restricted Use** – The use of a town credit card or charge account is subject to the following restrictions:
 - No personal or non-town related purchases or the purchase of alcohol shall be to be charged to a town account.
 - No regular operating expense (e.g. monthly telephone bills, internet agreement, etc.) shall be charged to a credit card.
 - Each expense charged must be accompanied by the actual itemized receipt and brief explanation. Each expense should have the same type of documentation that you would include on a request for reimbursement.
 - Receipts shall be submitted as soon as possible, and no later than 10 days from the date of purchase.
 - No cash advances will be permitted on a town credit card.
 - Any credit card issued to an employee will have a maximum monthly balance of \$2,000.
- **The town is tax-exempt.** As such when using the credit card, the user should ensure that the vendor is provided with the tax-exempt forms and that, when possible, they are not charged state sales tax.
- **Credit card statements** are to be mailed to the town post office box and directed to the Clerk-Treasurer.
- **Card Payments** - Payments, late fees and interest related to unauthorized or

undocumented charges shall be the responsibility of the employee.

- Violations of the Town's credit policy may result in disciplinary action, including termination of employment or prosecution.

Town of Greentown
Credit Card Policy Acknowledgement

I, _____, have been provided with and read the town credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including termination of my employment or prosecution.

Signature

Date