

## **TOWN OF GREENTOWN**

### **Employee Use of Company Credit Card or Charge Accounts**

- 1. 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.**
- 2. 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.**
- 3. 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.**
- 4. 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.**
- 5. 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.**
- 6. Credit card statements are to be mailed to the town post office box and directed to the Clerk-Treasurer.**
- 7. Card Payments - Payments, late fees and interest related to unauthorized or undocumented charges shall be the responsibility of the employee.**
- 8. Violations of the Town’s credit policy may result in disciplinary action, including termination of employment or prosecution.**