

## 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 \$10,000.
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.