

**TOWN OF NEW LEBANON  
RESOLUTION # \_\_, 2018  
ADOPTION OF TOWN OF NEW LEBANON CREDIT CARD USE POLICY  
\_\_\_\_\_, 2018**

At a regular meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the \_\_\_ day of \_\_\_\_\_, 2018, the following Resolution was proposed and seconded:

Resolution by Councilmember \_\_\_\_\_  
Seconded by Councilmember \_\_\_\_\_

***ADOPTION OF CREDIT CARD USE POLICY***

WHEREAS, the Town Board of the Town of New Lebanon deems it to be in the public interest to set forth rules governing the use of town credit cards by employees and officials and to implement internal controls to protect against intentional or inadvertent misuse of such credit cards;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of New Lebanon hereby approves and adopts the Town of New Lebanon Credit Card Use Policy, a copy of which is annexed hereto; and

BE IT FURTHER RESOLVED, that the Town of New Lebanon Credit Card Use Policy adopted herein shall govern the issuance, renewal, cancellation, monitoring, audit and approval of purchases, safeguarding, and use of town credit cards.

Upon the question of the foregoing Resolution, the following Town Board Members voted "Aye" or "Nay" for said Resolution:

Roll Call Vote:

Councilmember Mark Baumli	___
Councilmember Norman Rasmussen	___
Councilmember Jesse Newton	___
Councilmember Kevin Smith	___
Supervisor Colleen Teal	___

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: \_\_\_\_\_, \_\_, 2018

Tistrya Houghtling  
Town Clerk  
Town of New Lebanon