

## Town of New Lebanon

### Credit Card Use Policy

The Town of New Lebanon hereby adopts the following as its Credit Card Use Policy. The purpose of this Policy is to ensure that general use and store-issued credit cards (hereinafter, collectively, "credit cards") issued in the Town's name are only used for appropriate Town purposes and for approved and necessary Town expenses.

The purpose of authorizing use of town credit cards is to facilitate purchases in cases of emergency, crisis, when the purchase is such that payment by check in the ordinary course is not acceptable, and under similar circumstances. It is preferred that purchases be made using the Town's standard procedure for payment of claims and by issuance of a check, rather than by Town credit card. All persons using town credit cards for any purchases or payment of expenses shall only use such Town credit cards in furtherance of such purpose.

#### Master List of Town Credit Cards

The Town Board shall maintain a current Master List of Town Credit Cards, identifying each credit card, the per purchase credit limit (if applicable), the total credit limit, the expiration date, and the authorized user(s).

As of the effective date of this Policy, the Master List of Town Credit Cards is as follows:

<u>Card {Issuer, Last 4 digits}</u>	<u>Per Purchase Credit Limit</u>	<u>Total Credit Limit</u>	<u>Ex . Date</u>	<u>Authorized User(s)</u>
1. Staples, 5975	None	\$5,000	N/A	Town Clerk & Deputy Town Clerk
2. Home Depot, 4359	None	\$5,000	N/A	Marsha Robertson & Donnie Sears
<del>3. Exxon Mobil, 3583</del>	<del>None</del>	<del>\$400</del>	<del>10/2024</del>	<del>Town Highway Department</del>
4. Bank of Greene County {Town Credit Card}	None	\$2,500	01/2026	Town Clerk (Marsha Robertson) & Deputy Town Clerk (Harli Rigg)

The Town Board shall update this Policy and Master List anytime a new credit card is issued, anytime an existing credit card is renewed or replaced, anytime an existing credit card is canceled, anytime an Authorized User is added, changed or removed, and anytime a credit limit is changed.

Rules Governing Credit Card Issuance, Renewal, and Cancellation

No additional credit cards shall be issued except upon specific authorization by the Town Board. Except as otherwise provided herein, all credit cards shall be delivered to the Town Clerk's office for safeguarding in accordance with this Policy.

The Town Clerk shall report to the Town Board anytime an existing credit card is up for renewal or anytime a replacement card is received.

No credit card shall be issued that allows for cash advances.

The credit limit on any given credit card shall not exceed \$5,000. The aggregate limit on all credit cards shall not exceed \$15,000.

The Town Board shall by resolution designate the employees or officials entitled to use the Town's credit card.

Monitoring Credit Card Usage and Audit and Approval of Purchases

The Town Board shall review and monitor credit card usage on a monthly basis.

In addition to authorizing payment of the credit card invoices, the Town Board shall audit and approve or disapprove each purchase made on Town credit cards in the same manner as any other expenditure. A voucher with itemized receipt and proof of delivery shall be submitted for Town Board audit and approval for each purchase made or expense paid on each credit card.

Safe guarding Credit Cards

Except as otherwise provided herein, Town credit cards shall be kept in a secure, locked location in the Town Clerk's office. Notwithstanding the foregoing, credit card# 3, above, is a "gas card" issued for use by the Authorized User listed above for purchase of fuel for highway department vehicles, including without limitation, snowplow trucks and equipment. Given the emergent nature of the need for fuel for highway department purposes, along with the lack of twenty-four access to the Town Clerk's office for sign-out of the gas card, such gas card may remain in the possession of the Authorized User. Despite this exception, all other provisions of this policy shall apply to such gas card.

No person not a duly designated Authorized User of a credit card may have possession of or access to such credit card.

The Town Clerk shall require all persons accessing any credit card to sign the credit card out and to sign it back in upon return. The Town Clerk shall maintain a Credit Card Log showing the name of the person signing out the credit card, the date and time on which it was signed out, the purpose for which the credit card was signed out, and the date and time on which the credit card was returned to the Town Clerk. An Authorized User in possession of a gas card

shall be deemed to have signed out such card, and the Town Clerk shall so indicate on the Credit Card Log.

Any person who signs out a credit card shall be responsible for its safekeeping while the credit card is signed out. If a credit card is lost or stolen, the person shall report that fact immediately to the Town Clerk and to the Town Supervisor. The Town Clerk shall thereupon immediately report the credit card as lost or stolen.

Any person who signs out a credit card shall not permit any other person to use or possess the credit card while it is signed out.

Any person who signs out a credit card shall be responsible for all purchases made thereon until the purchases are authorized and approved by the Town Board.

Except as otherwise provided herein, any person who signs out a credit card shall return it immediately to the Town Clerk's office after making the purchase for which he or she signed out such credit card.

#### Rules Governing Use of Credit Cards

Use of a town credit card for personal reasons is strictly prohibited, without exception. Town credit cards shall only be used for legitimate Town business expenditures. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this Policy may result in revocation of authority to use the credit card and discipline, up to and including termination, as well as potential criminal prosecution. Any person making a purchase using a Town credit card that is contrary to this Policy shall be liable to the Town for such purchase.

All purchases using a town credit card shall comply with the Town's Procurement Policy.

Any person using a town credit card shall submit detailed documentation, including a voucher, itemized receipts, and proof of delivery, for each purchase made or expense paid. Such user shall submit such documentation for audit and approval by the Town Board at the next regular Town Board meeting. Failure to submit documentation substantiating the charges made will result in the user being held personally liable for such undocumented charges.

#### Acceptance of this Policy by Authorized Users

All authorized users shall be provided with a copy of this Policy, along with any periodic updates as they are adopted by the Town Board.

All authorized users shall execute the acknowledgment form attached hereto, and shall not be authorized to use a Town credit card until such acknowledgment form has been executed. The Town Clerk shall maintain all executed acknowledgment forms in accordance with standard municipal document retention practices.

**ACKNOWLEDGMENT OF RECEIPT OF  
TOWN OF NEW LEBANON CREDIT CARD USE POLICY**

**Employee Name:** - - - - -

**Position:** \_\_\_\_\_

I have been duly designated by the Town Board as an authorized user of the following town credit card(s):

<u>Card (Issuer, Last 4 digits)</u>	<u>Per Purchase</u> Credit Limit	<u>Total</u> Credit Limit	<u>Exp. Date</u>	<u>Authorized User(s)</u>
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I received, read, and understand the Town of New Lebanon Credit Card Use Policy. I understand and agree to strictly comply with the Town of New Lebanon Credit Card Use Policy. I understand and agree that:

1. A voucher, along with itemized receipt and, where applicable, proof of delivery, must be submitted for Town Board approval for each purchase made or expense paid using the town credit card.
2. I am solely responsible for safekeeping of the credit card while it is signed out by me. I am prohibited from permitting any other person to use or possess the credit card while it is signed out under my name.
3. If the credit card is lost or stolen, I shall immediately report that fact to the Town Clerk and the Town Supervisor.
4. I am responsible for all purchases made or expenses paid using the credit card until the purchases or expenses are audited and approved by the Town Board.
5. Use of the town credit card for personal reasons is strictly prohibited, without exception. The credit card will be used only for legitimate Town business expenditures. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent to the Town of New Lebanon Credit Card Use Policy will result in revocation of authority to use the credit card, discipline, and potential criminal prosecution. I will also be liable to the Town for any purchases or expenditures I make on a town credit card that are contrary to the Town of New Lebanon Credit Card Use Policy .
6. All purchases made or expenditures made using the town credit card shall comply with the Town of New Lebanon Procurement Policy.

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**Signature of Employee**

\_\_\_\_\_  
**Date**