

Credit Card Policy for the Town of Thurston

OBJECTIVE: To establish guidelines for use of a Town credit card. This policy will specify expectations and procedures for the issuance, application, use, safeguarding, payment, and termination of the Town credit card issued to the Town of Thurston public officials.

APPLYING AND ISSUING TOWN CREDIT CARDS:

1. Approval of the Town Board is required to apply for a Town Credit Card. Card limits will be set by the Town Board and a credit limit increase will only be granted upon a resolution by the Town Board.
2. The Town will maintain only one credit card account with its authorized bank.
3. The Town Credit Card will be issued to the Town Clerk on approval of the Town Board and will be issued in the name of the designated individual authorized to use the card.
4. Any cardholder shall receive a copy of this policy, acknowledging their understanding of the policy and the specific obligations involved herein.
5. Any agreement for a Town Credit Card must comply with Town Law Section 118 certification requirements.

CREDIT CARD USE:

1. Credit card transactions must align with the Town of Thurston Procurement Policy and be necessary and beneficial to the Town.
2. Purchases should be limited to those that can't be made using normal vendor invoicing or to facilitate timely purchases of essential goods or services beneficial to the Town.
3. The cardholder must ensure that purchases do not violate Town policies, such as those on entertainment, alcohol, or personal expenses.
4. In emergencies where immediate purchase is needed, to include, but not be limited to, preventing safety risk, property, damage, or service disruption, the credit card may be used if this purchase is deemed beneficial and necessary for the Town of Thurston.
5. All purchases, emergency or otherwise, require itemized receipts and documentation.
6. The cardholder must submit itemized receipts and supporting documentation for all purchases clearly indicating the purpose and business justification and show the purchase is a clear benefit to the Town of Thurston. Any discrepancies shall be reported to the Town Supervisor immediately.
7. The credit card is strictly for Town-related business expenses. All use must follow applicable laws, regulations and NYS Comptroller guidance.

UNAUTHORIZED USE AND DISCIPLINARY ACTION

1. Credit Card use for the following is prohibited: personal expenses, cash advances or cashback, purchases exceeding card limits, alcohol, or entertainment.
2. Any unauthorized use or purchase will be the responsibility of the cardholder, who may face disciplinary action and be liable for charges.

3. Public officials who fail to follow the steps outlined in this policy will face disciplinary action which can include written warnings, suspension of credit card privileges, criminal prosecution, and termination, depending on the severity of the violation.
4. If a public official fails to follow this policy, the issue will be addressed through public review. Instances of non-compliance will be included in the Board meeting minutes and in cases of severe misuse or failure to reimburse the Town for any charges or costs to the Town, criminal prosecution.
5. All instances of violation of his policy, including any disciplinary action taken, will be documented by the Town Board to ensure transparency and accountability.

AUDIT AND REVIEW:

1. All receipts must be itemized and reconciled with credit card statements.
2. Every purchase must include documentation of the purpose of use unless it is readily apparent. Users must be able to provide documentation to clarify use if required.
3. The Town Board will audit all credit card purchases monthly, confirming compliance with the procurement policy.
4. Discrepancies must be resolved immediately by the cardholder.

SECURITY:

1. A lost or stolen credit card must be reported immediately by the cardholder.
2. Credit card use will be reviewed at least annually by the designated individual.
3. The card must be securely stored at the Town Hall, 7578 County Route 333, Thurston, when not in use.

SEPARATION FROM EMPLOYMENT:

Before leaving office, a cardholder must return their Town Credit Card which will be immediately deactivated.

EMPLOYEE ACKNOWLEDGEMENT:

I hereby acknowledge receipt of the Town Credit Card Use Policy, adopted on _____.
I agree to comply with this policy.

NAME OF EMPLOYEE OR OFFICIAL (printed)_____

SIGNATURE OF EMPLOYEE OR OFFICIAL _____ DATE: _____