

Town of Duanesburg

Use of Town Issued Credit Cards Policy

Purpose

The Town Board of Duanesburg recognizes when employees or officers need to make small one-time purchases, it is often more convenient for them to pay with a credit card than to fill out a procurement request form and wait for it to be approved. This also saves time and energy for procurement staff.

Policy

I. Town Board Approval

All credit cards issued to employees of the Town of Duanesburg (“Town Issued Credit Card”) must be authorized by the Town Board before it is issued. All Town Issued Credit Cards are to be issued in the name of the employee for better accountability.

II. Authorized Use

A Town Credit Card may only be used for approved and necessary expenses.

III. Prohibited Credit Card Use

A Town Credit Card may not be used for the following purposes:

- Any expense in excess of \$500 without prior approval of the Town Board;
- Personal expenses;
- Cash advances;

IV. Recoupment of Unauthorized Charges

Any Town employee or officer that incurs any expense on a Town Credit Card that is not an Authorized Use under Section II or is a Prohibited Use under Section III of this policy must reimburse the Town immediately.

V. Safeguarding Credit Card Use

In order to safeguard the use of Town Issued Credit Cards:

- Town employees and officers must keep all Town Issued Credit Cards in a secure location, such as a locked desk drawer, when not being used by authorized personnel;
- The Town shall segregate procurement duties among staff, such as approval, verification and payment of claims;
- No Town employee or officer shall be allowed to review and/or approve their own purchases;
- The Town shall have billing statements broken down by credit card holder;

- The Town shall review bills and watch for red flags such as unusual destinations or items on the card;
- The Town shall verify that any items purchased were actually received;
- The Town shall not use automatic payment deductions to pay credit card bills; and
- The Town shall establish procedures for canceling cards for cases where they are lost or stolen or the credit card holder leaves their employment with the Town.