



TOWN OF CALAIS

3120 Pekin Brook Road
East Calais, Vermont 05650
802-456-8720

TOWN OF CALAIS CREDIT CARD POLICY

Adopted on November 12, 2018

PURPOSE. Credit cards provide a convenient method of obtaining goods and services for the Town. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting Town business.

CARD HOLDERS AND LIMITS. The Selectboard authorizes two credit cards on a single account for the Town of Calais, specifically, the Board authorizes the Town Clerk and the Town Treasurer to each hold and use for Town business a Town credit card with a total credit limit of \$5000. If the need arises for higher limits, the Treasurer or Town Clerk shall request authorization from the Selectboard.

CREDIT CARD USE. Credit cards issued under this policy may only be used by the named cardholder to conduct Town business, with the specific goal that Town volunteers and employees not incur expenses personally on the Town's behalf. As a general matter, the credit card is not intended to replace current arrangements with the Town's vendors. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Any misuse may be subject to public disclosure or disciplinary action up to and including dismissal or other legal action.

CARD PAYMENTS, INTEREST, AND FEES. The Treasurer shall monitor fees and interest and, if changes in the issuer's policy result in fees or interest greater than \$50 annually, the Treasurer shall alert the Selectboard to prompt authorization of fees and interest and consider alternatives.

SECURITY. The Town's two credit cards shall be stored in a secure location in the vault at all times, except when needed for a specific use. Credit cards shall not, as a general matter, be carried with the cardholder and shall not be loaned to other employees. Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Selectboard and the credit card company or bank if the credit card is lost, stolen or compromised in any other manner.

REWARDS and POINTS. Rewards program incentives, points, or cash payouts are the property of the Town of Calais and not of an individual employee. Rewards of any type will be withdrawn and expended only upon authorization of the Selectboard for Town-related business.

DOCUMENTATION. Each month, with submission of the credit card bill to the Treasurer, authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the itemized invoice and customer copy of the charge receipt. For internet purchases, documentation will include a copy of the itemized receipt and order confirmation page. For telephone purchases, documentation will include a copy of the itemized receipt from the vendor. Itemized invoices and documentation of the credit card account balance shall be included with Selectboard orders at each meeting.

SEPARATION. Prior to separation from the Town, the cardholder will surrender the credit card to the Selectboard.

The foregoing Policy is hereby adopted by the Calais Selectboard of Vermont, this 12th day of November, 2018 and is effective as of this date until amended or repealed.



Denise Wheeler, Chair

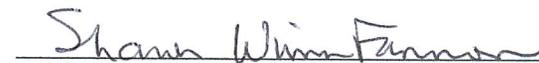
John Brabant, Vice Chair



Cliff Emmons, Member



Rose Pelchuck, Member



Sharon Winn Fannon, Member