

## Town of Calais

### CREDIT CARD POLICY

Adopted November 12, 2018

Amended April 22, 2024

**Purpose.** 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 up to three credit cards for the Town of Calais. Specifically, the Board authorizes the Town Clerk and the Town Administrator or Treasurer to each hold and use for Town business a Town credit card with a total credit limit of \$5,000. The Board authorizes the Road Foreman to hold and use for town business a town credit card with a total limit of \$1,000.

**Credit Card Use.** Credit cards issued under this policy may only be used by the named cardholder to conduct Town business. 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. Employees may be subject to disciplinary action for misuse of a Town credit card, up to and including termination.

**Security.** Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Town Administrator and the card provider if the credit card is lost or stolen.

**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 invoice and customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order conformation page. For telephone purchases, documentation may include an electronic copy of the receipt from the vendor.

**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 Rewards of any type will be withdrawn and expended only upon authorization of the Selectboard for Town-related business.

**Separation.** Prior to separation from the Town, the cardholder will surrender the credit card to the selectboard chair.

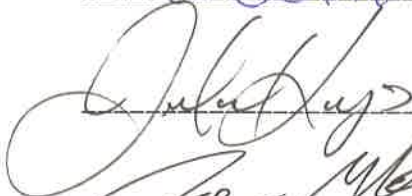
The foregoing Policy is hereby adopted by the selectboard of the Town of Calais, Vermont, this 22<sup>nd</sup> day of April 2024 and is effective as of this date until amended or repealed.

Authorized User

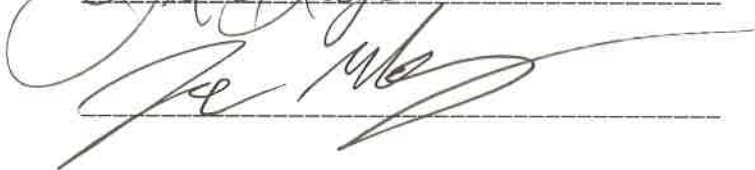
*Anne Winchester, Selectboard Chair*



*Jordan Keyes, Selectboard Vice Chair*



*Jamie Moorby, Selectboard Member*



*Donny Mucherino, Selectboard Member*

*Anne Toolan, Selectboard Member*