

City of Barre Credit Card Policy

Purpose:

The purpose of this policy is to establish criteria for the proper use of credit cards when conducting City business. Credit cards issued under this policy may only be used by the name of the cardholder to conduct City business, or may be used as designated by the person named on the card. Credit cards may not be used for personal purchases or cash advances. Purchases are not allowed that exceed the cardholder's authorized purchase limit as set in the Barre City Procurement Policy. A cardholder or designee 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. In the event a card is used mistakenly on an unauthorized purchase, the card user must notify the Treasurer immediately and make arrangements for payment. Employees may be subject to disciplinary action for misuse of the City credit card, up to and including termination.

To receive your assigned or temporary-use credit card, please read this Credit Card Policy and return the Credit Card Holder Agreement to the City Treasurer's Office. Retain the Policy and a copy of the signed agreement and any revisions for your reference.

Conditions:

- I Only authorized employees of the City of Barre may use the City's credit card.
- II A City credit card may be used only for the purchase of goods or services for official business of the City of Barre.
- III The employee using the credit card must submit receipts and a Credit Card Purchase Report form detailing the goods or services purchased, cost, date of purchase, related official business, and chart of accounts number against which the expense is to be recorded.
- IV Above-mentioned receipts and Purchase Report form must be submitted to the Treasurer in a timely manner, but no later than 3 business days following the use of the card, to allow for timely reconciliation of the credit card statements. Should such receipts and report form not be received within 3 business days and credit card charges go delinquent due to the late receipt of documentation, the responsible employee may be held accountable for any bank fees.
- V Cards will be issued in the names of the Treasurer and Police Chief. Each named card holder will have a log, and when a card is to be used by an employee other than the named cardholder, the employee being issued temporary custody of the card will sign the log attesting to their receipt of the card and acknowledging having read and understood these policies. The log will again be signed when the card is returned and the documentation submitted.
- VI Any employee temporarily issued the card is responsible for its protection and custody, and shall immediately notify the City Treasurer's Office if the card is lost or stolen.
- VII City credit card users must notify vendors or merchants that the credit card transaction should be exempt from Sales and Use Taxes (IRS Tax Identification #03-6000356, Vermont tax exemption #450-036-000356F01). If sales tax is improperly charged, the employee may be responsible for paying the sales tax.

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revised 7/12/18
Revised/approved by Council 2/2/21

- VIII Those with custody of the card must immediately surrender the card upon termination of employment. The City reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered.

Management:

The Treasurer is the administrator of this policy and shall be responsible for the authorization of issuance and retrieval of assigned municipal credit cards to personnel and generally for overseeing compliance of this policy.

The City Treasurer shall be responsible for:

- I Assisting and maintaining records of issuance and retrieval of City credit cards, and overseeing compliance with this policy.
- II Accounting and payment of expenses. All documentation must accompany invoices before payment is made.
- III Ensuring the accuracy of statements and the activity on the credit card statement.
- IV Payment of the full balance on the credit card statement within the grace period so as to avoid interest and late fee charges.

Reviewed and readopted by the Barre City Council on February 2, 2021.

Approved by Council 9/27/11
revised 7/12/18
Revised/approved by Council 2/2/21

City of Barre Credit Card Purchase Report Form

This form must be completed and turned in, along with all receipts, within three (3) business days of the credit card use. Please turn the form and receipts into the Clerk.

Employee making purchase/s: _____

Department: _____

Date/s of credit card use: _____

| Item purchased | Cost | Chart of account # |
|----------------|------|--------------------|
| | | |
| | | |
| | | |
| | | |

Vendor/s: _____

**Please have the department supervisor review this form
and initial here to authorize payment: _____**

Please explain why it was necessary to use the credit card rather than a more traditional billing system. Your explanation will help us monitor credit card use, determine if it is being used appropriately, and keep our policies relevant. Thank you.

(Below, for City Treasurer's Office Use Only)

Date form & receipts received by Treasurer's Office. _____

Approved by Treasurer for payment: _____

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