

TOWN OF LYMAN

Credit Card Use Policy

Purpose

The purpose of this policy is for the Board of Selectpersons to set guidelines and manage the proper use and authority of the Town's Credit Cards.

Policy

The Board of Selectpersons shall determine who is authorized to utilize the Town Credit Card.

- The card will not be used at any time for personal expenditures.
- The card will not be used at any time without prior approval and direction from the Board of Selectpersons.

Each and every time the Town's Credit Card is used it will be immediately returned with all receipts to the Treasurer for payment. All receipts will have a brief explanation of expenditures and have expense codes written on the receipt to be used for payment of the charges. The Treasurer shall require all receipts from any purchase and pay the bill in a timely manner so as to avoid any interest and penalty.

All purchases made with any town credit card require the Town's tax exemption to be utilized. If tax appears on the receipt the person authorized to use the card must contact the vendor to have the tax removed from the purchase.

Each time an individual is authorized by the Board of Selectpersons to use any Town Credit Card they shall be given a copy of this policy and sign out and in the credit card in the Credit Card Usage Log kept in the Treasurer's Office. Upon signing the log the card user will be acknowledging they have received, read and understand this policy.

The Transfer Station shall have a Home Depot credit card with a maximum limit of \$500.00 and will follow the rules and regulations within this policy. Prior approval must be obtained by Vice-Chair of the Select Board before using the card for a purchase. Town's tax exemption must be utilized. Failure to do so will result in credit card(s) being rescinded. The employee issued a Municipal Credit Card is responsible for its protection and custody and shall immediately notify the Treasurer's Office if the card is lost or stolen. (amended 1/16/2018)

See Directive 21089 for Goodwins Mills Fire-Rescue use of Town credit cards.

Approved by the Lyman Board of Selectpersons on October, 21, 2013

Acknowledgement



2/5/18 :Date