FINANCE: CREDIT CARD USE POLICY

OVERVIEW

The Town of Granby recognizes that credit cards are an essential requirement in the ordinary course of business in today's world. On certain occasions, the Town of Granby will need to transact vital business as a credit card transaction. For those occasions, (including but not limited to: travel and trips, and when transacting business where the Town does not have an account) the Town has established credit and authorizes the permitted use of the credit cards, issued in the name of the Town of Granby.

PURPOSE

This policy outlines the restrictions and limitation for the use of credit cards. It is in the best interest of the Town of Granby to have a clear, understandable policy setting forth the process and the procedures for the use of credit.

The Town recognizes that credit cards must be carefully controlled. If the Town has issued credit in the name of the Town of Granby and distributed cards for employees use, the Department head for each department is charged with the responsibility for governing the distribution of the credit cards and ensuring that this policy is adhered to. The Supervisor shall maintain a complete listing of all credit cards, the credit limits, and the names of those that are authorized to use the cards.

RULES AND REGULATIONS

As with all purchases made on behalf of the Town of Granby, the Rules and Regulations detailed in the Town's Procurement Policy must be followed.

The use of credit cards is limited to expenses incurred in the performance of an employee's job function. The use of credit cards for personal expenses is strictly prohibited. Any violation of this policy shall result in employee discipline up to and including termination. Credit card purchases may only be made at businesses where the Town does not already have an in-house account. Inquiries should be made prior to the final transaction to determine if the vendor will accept a Town voucher. If a purchase can be made on a voucher, then the credit card should not be used. If no other reasonable or convenient form of payment due to timing of purchase, vendor location, policies of the vendor, or for payments of utilities and subscriber services, credit may be used.

The Town is exempt from all sales tax.

Purchases not supported with proper documentation will not be accepted until full and complete documentation is provided. (Original receipts must be turned in to process the claim.) The Supervisor's office will not be able to process any claim without proper documentation. Repeated instances of inadequate documentation may result in employee discipline up to and including termination.

Unauthorized usage of credit is strictly prohibited. This includes making a purchase that exceeds budgetary amounts, making cash advances, purchase of alcohol or entertainment, and making purchases that are not in accordance with the Town's Procurement Policy. Purchases that are unauthorized must be reimbursed by the employee before the end of the billing cycle. Any interest charges will be billed to the employee.

LIST OF LINE OF CREDIT ACCOUNTS

Amazon Business	$10,000	Town Supervisor has account information
NBT Community Card	10,000	Town Supervisor and Town Clerk have cards
Lowes	2,500	Superintendent has card
Tractor Supply	2,500	Superintendent and Purchasing Clerk have cards
Walmart	1,000	Purchasing Clerk has card

Approved December 27, 2018 by the Town Board
Amended January 2, 2024