

TOWN OF NORTHFIELD, NEW HAMPSHIRE POLICY GOVERNING THE USE OF CREDIT CARDS

SECTION I USE

Town credit cards are to be used for town purchases only. Cash advances are prohibited.

Town credit cards will not be used for personal purchases of any kind. Charging personal purchases or expenses on the Town credit card with the intention of reimbursing the Town is prohibited.

A single purchase may comprise multiple items. Unless previously approved the total amount of each single purchase may not exceed the limit of \$500.00. Payments for purchases are not to be split in order to stay within the single purchase limit.

When using the credit card, the Cardholder shall:

1. Ensure that the goods or services to be purchased are budgeted and allowable.
2. Determine if the intended purchase is within the credit card limits.
3. Where applicable, inform the merchant that the purchase is tax exempt.
4. Obtain a customer copy of the charge slip, which shall be stapled to the credit card receipt and become the accountable document. If no charge slip or receipt is available (as is the case with orders placed by telephone) the cardholder shall prepare a statement that includes a description of the item(s), amount of purchase, date of purchase, merchant's name.

SECTION II APPROVAL

The Department Head shall review all departmental credit card purchases. At a minimum, the items, vendor and account number will be reviewed to determine if the purchase was made for official use and in accordance with policies and procedures.

If a Department Head questions the purchase, it is his/her responsibility to resolve the issue with the cardholder. Intentional improper use of the credit card shall be reported to the Board of Selectmen. Flagrant abuse of a Town credit card will result in termination.

If items purchased with the credit card are found defective or the repair or services faulty, the Cardholder responsible for returning the items to the merchant for replacement or credit. CASH REFUNDS ARE NOT PERMITTED. If the merchant refuses to replace or correct the faulty item, the purchase of this item will be considered to be in dispute. The cardholder shall notify his/her Department Head of all disputed items.

SECTION III LOST OR STOLEN CREDIT CARDS

Cardholders must immediately notify their Department Head of a lost or stolen credit card. The Department Head shall immediately notify the issuing bank of lost or stolen credit cards.

Adopted: July 7, 2015