

## CREDIT CARD USE POLICY

A Village credit card for use by approved staff will be kept by the Village Treasurer's Office for limited use for Village business purposes. Department heads needing to use the credit card for Village purposes must request it from the Village Treasurer. The card must be signed out and returned to the Village Treasurer within one business day, or as otherwise directed by the Village Treasurer. The employee must state, in writing, what the credit card is being used for, the name of the vendor and an estimated amount of the purchase. Original receipts of credit card sales and the detailed receipt of the items purchased must be given to the Village Treasurer or Accounts Payable Clerk when the card is returned. Employees will be held personally liable for reimbursement of any charges appearing on the credit card statement which do not have an original charge receipt and which have not otherwise complied with this policy. The Village Manager is permitted to obtain a separate credit card for Village purposes and may allow for certain other department heads to obtain one, as well, at his/her/their discretion and for applicable Village purposes that conform to this use policy.

Employees using the credit card must follow the Village's Procurement Policy and must follow all budgetary guidelines so that sufficient funds are available for any purchase. Lost or stolen credit cards must be reported to the Village Treasurer's Office immediately. The credit card can be used for the purchase of goods, software and other materials that require prepayment through the Internet. The credit card can be used for airfare and hotel room payments for out-of-town conferences authorized by the Village Manager or by the Police Chief, in the case of police officers. While attending a conference or meeting outside the NY Metro area, the only authorized use of the card is to pay the balance of the hotel room charge, fuel costs, meals (see below), program fees, supplies, textbooks or other charges as approved by the Village Manager or Village Treasurer.

Meal expenses may be paid for with the credit card if expenses are related to business travel to conferences out of the NY metro area or at full day meetings and seminars for which meals are not provided as part of the meeting or seminar. The recreation department staff may use the credit card for senior program-related meals at off-site locations and the Village Manager and Village Treasurer may pay for or authorize meal payments associated with on-site or off-site authorized training for Village departments or other authorized events.

Vendors must be notified that the credit card transaction is exempt from New York State sales tax.

Ineligible uses of the credit card include, but are not limited to the following:

- Personal expenses
- Gasoline for personal vehicles
- Cash advances
- Alcoholic beverages
- Vendors with which the Village already has credit cards or accounts
- Vendors who accept purchase orders

Employees who have inappropriately used the credit card will be required to reimburse the Village for all costs associated with such improper use. Violations of the Credit Card Policy will result in no further use of the credit card and possible further action, including disciplinary action up to and including dismissal.