POLICY NBR: 25-1
Adopted: 05/12/2025

TOWN OF MILLTOWN ISSUED CREDIT CARD POLICY

(This policy does not pertain to local "charge" accounts)

I. PURPOSE

The purpose of this policy is to provide detailed information regarding the use of Town issued credit cards authorized by the Town of Milltown Board and assigned to selected Town of Milltown employees or elected officials to purchase goods and services for Town of Milltown.

II. SCOPE

This policy applies to all town employees and elected officials.

GENERAL

A Town issued credit card is to be used for Town business only. Personal use of Town issued credit cards is prohibited. The Request for a Town issued Credit Card will be made to the Town Board for approval.

BACKGROUND

The Town has used various methods to purchase goods and services for the Town of Milltown. Town of Milltown is enhancing the existing methods of reimbursements for merchandise purchases to provide an effective and efficient tool to allow selected Town of Milltown employees to improve methods of requisitioning, purchasing, and payment for transactions. Purchase information will be provided in sufficient detail to allow for verification by the approving official.

III. CREDIT CARD POLICY AND PROCEDURE

A. Intended Accomplishments.

This policy is intended to ensure that Town issued credit cards are used in accordance with Town of Milltown policies; ensure internal controls for authorized credit; ensure that the Town bears no legal liability from inappropriate use; to provide a convenient credit method; minimize the number of Town issued credit cards used in the Town; and to empower employees to increase productivity, flexibility, and efficiency.

B. Credit Card Authorization.

The Town issued credit cards will have the Town's name, employee's name and the expiration date. The credit card vendor will have no personal credit records, social security numbers or other personal information maintained. Without exception, all Town issued credit cards require approval by the Town Board.

Without exception, the Town Board of Commissioners will establish all account limits. Any purchase exceeding the cardholder limit will not be allowed on the Town issued credit card.

Any request for a deviation from the account limits MUST be submitted in writing by the employee. The reasons why the limit is not sufficient MUST be stated in detail in the written request.

E. Use of Town Issued Credit Card.

The Town provided credit cards are to be used only for conducting officially approved Town Business. They are not to be used in any circumstances for personal reasons. Any cardholder who makes a purchase with a Town issued credit card that is not authorized by the Town Board becomes personally liable for purchase, as well as any fees or penalties associated with the purchase.

F. Documentation, Reconciliation, and Payment of Town Issued Credit Cards.

Documentation must be retained as proof of purchase whenever using the credit card. For purchases over the counter, the cardholder must obtain a customer copy of the charge slip and submit it to the Town Clerk with the monthly statement.

G. Inventory of Town Issued Credit Cards.

A list of Town issued credit cards will be maintained in the Town Clerk. As needed, the Town Clerk will conduct a physical inventory of the Town issued credit cards and provide a report to the Town Board. The cardholder must physically produce the card.

H. Lost or Stolen Town Issued Credit Cards.

Should any cardholder lose or have their Town issued credit card stolen, it is their responsibility to immediately notify, within 24 hours, the credit card issuer and the Town Clerk. Contact information of the credit card issuer will be provided to the cardholder.

I. Cancellation.

The Town of Milltown Board reserves the right to cancel any individual cardholder at any time. The Town Clerk is authorized to cancel individual cardholders due to resignation or termination of employment from the Town of Milltown.

Chairperson

Supervisor 1

Supervisor 2

Treasurer

Clerk

5/12/2025