

TOWN OF WHEELOCK
DEBIT CARD APPLICATION AND USE POLICY
Adopted July 20, 2021

PURPOSE: The purpose of this policy is to provide guidance for both the application of and use of a DEBIT CARD in the name of the Town of Wheelock (hereinafter the "Town").

APPLICATION: The Board shall vote, and it shall be duly recorded, to authorize the current Treasurer to open a "debit card account" in the name of the Town. The debit card shall have an opening balance of \$750; to be withdrawn from the Road Fund and the General Fund in equal amounts. The debit card account shall maintain a balance of \$750 for unordinary purchases as described below.

The Board shall vote, and it shall be duly recorded, to establish current authorized users (the "List of Authorized Users" of the Town Debit Card. The List of Authorized Users shall be revisited by the Board annually or at the termination or separation of anyone on the List of Authorized Users. Additions and/or deletions may be made at that time.

USE: The List of Authorized users are encouraged to make every effort to "bill on account" with local vendors and provide an invoice and statement. The debit card may be used to make unordinary purchases that cannot be made by way of "bill on account" method. The following limits are set for unordinary purchases:

General Government Office (IE Selectboard): \$150 limit on any one purchase

Town Clerk's Office \$150 limit on any one purchase

Highway Department (Supervisor) \$500 limit on any one purchase

Any one purchase over the aforesaid limit must meet the approval of the Selectboard.

Any monthly subscription or direct payment linked to the debit card by The List of Authorized Users must be meet the approval of the Selectboard.

Examples of unordinary purchases include, but are not limited to, items that can only be purchased through an online outfit, post office supplies, zoom subscriptions, office supplies that cannot be purchased or are competitive with normal suppliers.

MONTHLY RECONCILIATION:

The List of Authorized users must provide the treasurer's office with a receipt at the time of purchase. The receipt must itemize what product was purchased, its intended purpose, and a signature of the Authorized User.

The Board shall sign an order each time the "debit card account" needs to be replenished to maintain the \$750.00 balance; and associated invoices shall be attached thereto.

Each month the Treasurer's office will reconcile the invoices with the statement provided by the Bank.

There shall be no cash advance transactions, if such service is available.

*Bobbie Jo Norcross
Jim Blackbird
Ann Harriles*