

Charge/Debit Card Use and Accountability Policy

The Town-issued charge/debit card is a tool for employees to use for official Town business purposes. Use of a charge/debit card allows the employee to facilitate purchasing of low-dollar items.

The card provider will be determined on the basis of the most advantageous terms to the Town. A Town charge/debit card will be issued to at least one authorized individual in each department, expecting that access shall be reasonably restricted. In the event of concerns with transactions on a charge/debit card, the Town Clerk may, at her discretion, cancel the card or institute a hold until the matter can be resolved.

The Town charge/debit card may be used for: a) Town purchases in amounts less than \$1000, b) Town purchases greater than \$1000 only with previous authorization, c) goods or services ordered online or by telephone, and d) when advantageous, approved travel or seminar expenses. All purchases must be made within the context of Wisconsin Statutes and applicable Town policies.

The Town charge/debit card may not be used for: a) personal purchases, b) cash advances, c) access to credit, d) avoidance of Town procurement or payment procedures, e) installment purchases used to exceed the \$1000.00 limit, or f) to circumvent other authorized dollar amount thresholds. The charge/debit card is not to be used in lieu of charge/debit accounts established by the Town for the purposes of discounts or tax-exempt purchasing.

All in-person purchases must be supported by an itemized sales receipt and the charge/debit card receipt. All charge/debit card receipts must bear a signature and the purchaser's printed name. Telephone or online purchases must be supported by the itemized packing list and/or delivery receipt as well as any online confirmation receipt.

All receipts and credit/debit memos must be submitted to the Town Clerk within three days of receiving a copy of the monthly credit/debit card statement issued to each department by the Town Clerk. If receipts are not submitted timely, that portion of the bill will not be paid, and the department head will be responsible for late fees and any accrued interest.

Cash returns are prohibited. Items returned to the supplier must be credited/debited to the cardholder's account. If credit/debit is issued, a copy of the credit/debit memo must be timely submitted to the Town Clerk.

Timely reimbursement of improper or erroneous charges/debits to the Town of Cold Spring must be made by the authorized card holder, or the charges/debits will be recovered through a payroll deduction on the employee's next paycheck after the charge/debit is received, and before the Town makes payment to the card provider.

The Town Clerk should be notified immediately if a charge/debit card is lost or stolen. After business hours or on weekends, the charge/debit card provider should be notified directly, and the Town Clerk notified on the first following business day.

If a department head designates another employee of the department to use the issued card, the department head retains responsibility for all transactions.

The department head will be responsible for: a) verifying the reconciling monthly statements and receipts, b) assigning the charge/debit to the correct account, and c) validating that the charge/debit is a budgeted item. If a charge/debit is deemed inappropriate, the employee who authorized or incurred the charge/debit will be required to reimburse the Town.

Being impossible to anticipate every situation encountered by a Town department, these guidelines should be applied judiciously, consistent with good business practices, wherever the policy is silent.

This policy applies to all employees, except where it may conflict with specific language of the current WPPA contract, in which case the WPPA contract shall prevail for covered employees; all other provisions of this policy remain intact.

Employees should consult their supervisor or the Administrator with questions or concerns.

Abuse of the Charge/Debit Card Use and Accountability Policy is grounds for disciplinary action, up to and including termination of employment.

This policy is effective as of 09/14/2017, and supersedes all previously adopted policies pertaining to the same topic.