

CHARGE/DEBIT CARD USE AND ACCOUNTABILITY

WHAT IS A BUSINESS CHARGE/DEBIT CARD

The Business Charge/Debit Card is a tool for departments to use for official Town business needs. Use of a Charge/Debit Card allows departments to expedite the purchasing process for low dollar items. The Charge/Debit Card is not intended to replace all local stores' charge/debit accounts as many of these accounts offer discounts for use and/or expedite the processing of tax exempt purchasing.

The Business Charge/Debit Card may be used for:

- Town purchases in dollar amounts under \$1000
- Town purchase greater than \$1000 when previous authorization has been obtained
- Supplies ordered on-line or by telephone
- Approved travel or seminar expenses when the traditional purchasing process is not practical

The Business Charge/Debit Card shall NOT be used for

- Personal purchases
- Cash advances
- Access to credit
- Avoidance of Town procurement or payment procedures
- Split or installment purchases used to exceed the \$1000.00 limit or to circumvent other authorized dollar amount thresholds

ISSUANCE OF CHARGE/DEBIT CARDS.

- The Town will obtain only one type of national credit/debit card, with the choice of card and financial institution to be determined on the basis of the most advantageous terms to the Town. A Town credit/debit card will be issued an individual in each department.
- Each Department shall have access to and be authorized to use the Town charge/debit card. It is expected that this access shall be restricted as much as practical.
- In the event of questions about the use of a charge/debit card, the Town Clerk, at his/her discretion, may cancel or institute a hold until the matter can be resolved.

LOST OR STOLEN CARD

The Town Clerk's Office should be notified immediately if a card is lost or stolen. After business hours or on weekends, the charge/debit card company should be notified directly.

ACCOUNTS PAYABLE

All purchases made in person are to be supported by an itemized sales receipt and the Charge /Debit receipt.

All charge/debit card receipts must be signed and the purchaser's name also printed; this helps guarantee that an authorized Town Employee made the purchase. (Vendors may require a Drivers License or Town ID#/Card when using a Town Charge/Debit Card.)

Purchases made over the telephone/internet are to be supported by the itemized packing list and/or delivery receipt as well as any web confirmation receipt.

All receipts/credit/debit memos should be turned into Accounts Payable within 3 days of receiving a copy of the monthly credit/debit card statement provided by the Accounts Payable Dept.

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 should be given to the Accounts Payable Dept. as supporting documentation.

DEPARTMENT HEAD RESPONSIBILITIES

Care must be taken in the use of charge/debit cards to ensure that all purchases are made within Wisconsin State Statutes and applicable Town policies.

If the Department Head designates another member of the department to use the issued card, the department head retains responsibility for all billings.

If there are receipts that have not been turned in, that portion of the bill will not be paid and the department head will be responsible for the late fees and any accrued interest.

The Department Head will be responsible for the following:

- Verifying the correctness of the monthly statement against purchase records/receipts;
- Indicating the account to which the charge/debit is to be billed;
- Validating that the charge/debit is a budgeted item;

ACCOUNTABILITY AND DISCIPLINE

If a charge/debit is deemed inappropriate, the employee who authorized or incurred the /debit will be required to reimburse the Town.

Prior to, and as a condition of, card issuance, each employee responsible for card usage shall sign the Town of Cold Spring charge/debit card agreement.

Misuse of a Town charge/debit card is basis for revocation of charge/debit card privileges and will subject the responsible employee(s) to disciplinary actions which may include termination of employment.

It is impossible to anticipate every situation encountered by a Town department. Therefore, these guidelines should be applied on a conservative basis, consistent with normal business standards, with good judgment exercised wherever the policy is silent.

TOWN OF COLD SPRING
CHARGE/DEBIT CARD USER AGREEMENT

Requirements for use of charge/debit card:

1. The charge/debit card is to be used only to make purchases for the legitimate business of the Town of Cold Spring.
2. The charge/debit card must be used in accordance with the provisions of the Charge/Debit Card Use and Accountability Policy established by the Town of Cold Spring.
3. Reimbursement of inappropriate charges/debits to the Town of Cold Spring will be made immediately by the Department Head, the authorized card holder, or the said employee will have the charge/debit made through a payroll deduction at the next payroll period after the charge/debit is received and before the Town makes payment to the Charge/Debit Card Company.
4. Any abuse of charge/debit privileges will result in disciplinary actions and may include recommendation for termination of employment.

I have read and understand the Town of Cold Spring's Charge/Debit Card Policy and Accountability and I agree to adhere to them.

Signature

Date

Please return the original signed copy to the Town Clerk.

Adopted by the Town Board