VILLAGE OF RYE BROOK
CREDIT CARD POLICY

A Village credit card for use by department heads will be kept by the Treasurer's Office for limited use for Village purposes. Department heads needing to use the credit card for Village purposes must request it from the Deputy Treasurer or Treasurer. The card must be signed out and returned to the Deputy Treasurer or Treasurer within one business day, or as otherwise authorized by this policy. 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. The limit for each employee is $1,500 per use or purchase, except the Deputy Clerk/Seniors Coordinator and Police Chief who shall have a $4,000 per month credit limit and the Superintendent of Parks and Recreation who shall have a limit of $6,000 per month credit line for additional payments made as a result of day camp, travel camp and special events. Receipts of credit card sales must be given to the Deputy Treasurer or Treasurer 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 complied with this policy.

AUTHORIZED USE AND EMPLOYEE RESPONSIBILITIES

- The following employees are authorized to use a Village credit card:
  Village Administrator
  Assistant Village Administrator
  Assistant to the Village Administrator
  Deputy Clerk/Seniors Coordinator
  Treasurer
  Deputy Treasurer
  Communications Services Coordinator
  Building Inspector
  Supt. of Public Works/Engineering
  General Foreman
  Supt. of Parks and Recreation
  Police Chief
  Police Lieutenant
- 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 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 Administrator or Police Chief.
- 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 or for fuel costs. No meal, program fees, supplies, textbooks or other charges shall be

paid using the credit card while attending the conference unless it is included in the hotel rate for the conference or event.

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

The credit card must be returned within one business day of signing out the credit card or the first day back to work when returning from an out-of-town conference.

INELIGIBLE USES OF THE CREDIT CARD

- Personal expenses
- Meal expenses with the exception of the Deputy Clerk/Seniors Coordinator who may use the Credit Card for senior program-related meals at off-site locations and the Administrator, Treasurer, Deputy Treasurer, and Police Chief who may pay for meals associated with on-site or off-site authorized training for village departments or other authorized events.
- Gratuities
- Gasoline for personal vehicles
- Cash advances
- Alcoholic beverages
- Vendors for which the Village already has credit cards or accounts with and listed in Appendix A of this Credit Card Policy
- Vendors who accept purchase orders

TREASURER'S OFFICE RESPONSIBILITIES

- Maintaining a record of issuance and retrieval of the credit card in accordance with the requirements of this Credit Card Policy, including written record of the date and time the credit card was issued, purpose for use of credit card, name of vendor, and estimated purchase amount. Such record shall be signed by the employee.
- Overseeing compliance with the Credit Card Policy.
- Accounting and payment of expenses. All documentation must accompany invoices before payment is made.
- The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid within 30 days of the initial statement date.

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 possible disciplinary action, subject to the terms of any applicable collective bargaining agreement.

Revised April 12, 2016
Revised April 27, 2017
Revised July 22, 2017

VILLAGE OF RYE BROOK
CREDIT CARHOLDER AGREEMENT

Requirements for use of the Village of Rye Brook's credit card:

- The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of the Village of Rye Brook in accordance with the Village's Procurement Policy and budgetary guidelines.
- The credit card must be used in accordance with the provisions of the Credit Card Policy established by the Village of Rye Brook, as attached hereto.

Employees will be held personally liable for any inappropriate uses of the credit card. Violations of the Credit Card Policy will result in no further use of the credit card and possible further action, including possible disciplinary action, subject to the terms of any applicable collective bargaining agreement.

Credit Card Account Number:_____

Received by:_____
                          Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said policy.

Signature:_____

Date:_____

Appendix A

AAA Emergency Supply Co., Inc.
Amazon
Anaconda Sports, Inc.
Argento & Sons, Inc.
Ben Romeo Co., Inc.
Carquest Auto Parts
Costco
County Coach Corp.
Dell
Feinsod
Floral Fashions
Gabrielli Truck Sales Ltd.
Galls
Goodyear Tire & Rubber Company
Grainger, Inc.
Greenwich Blueprint LLC
Home Depot
Marciano's
Mendel's Truck & Auto Parts
Oriental Trading Company, Inc.
Rye Ford-Subaru
S & S Worldwide
Shemin's
Smith Party Rentals, LLC
Staples
Trius Inc.
W. B. Mason
Wallauer's