

**Hinesburg Community Police
Credit Use Policy for Departmental Employees**

1. Authority. The Select board authorizes town employees to use credit in order to conduct town business.
2. Purpose. The purpose of this policy is to provide guidance and direction to employees in the use of credit to conduct town business.
3. Responsibilities. Employees shall only use available town credit in conducting official town business.
 - a. Employees shall not use available town credit for any personal use for any reason.
4. There are three types of credit in use by the Town of Hinesburg
 - a. Gasoline Credit Card
 - b. Visa Credit Card
 - c. Local business accounts
5. Gasoline Credit Card.
 - a. Each vehicle is assigned a Voyager credit card for the purchase of gasoline
 - i. The credit card shall only be used for the assigned vehicle.
 - b. When using the card, the correct vehicle mileage shall be entered along with the employee's pin number.
 - c. If the credit card is missing from the vehicle, it shall immediately be reported to a supervisor.
 - i. A card from another vehicle may only be used after advising a supervisor.
 - ii. The single digit number of the vehicle being fueled shall be entered in place of the mileage.
6. Visa Credit Card
 - a. The Visa credit card is maintained by the Town Clerk's office.
 - b. The use includes:
 - i. Local purchases to businesses not maintaining a credit account with the town.
 - ii. Internet purchases.
 - c. Employees needing use of the credit card for local purchase shall proceed as follows.
 - i. Permission for the purchase shall be obtained by a supervisor.
 - ii. Sign the credit card out from the clerk's office and obtain the tax exempt certification.

- iii. After use of the card, return the card immediately and sign it back in.
 - iv. Make a copy of the receipt and place in the manila envelope in the Town Clerk's in basket.
 - v. Return the original receipt to the Admin Assistant for processing.
 - d. Employees needing use of the credit card for Internet purchases shall proceed as follows.
 - i. Approval for purchase shall be obtained by a supervisor.
 - ii. A description of the item with the link to the Internet site shall be given to the Administrative Assistant.
 - 1. The information may be provided to the clerk's office for purchase.
 - 2. The Admin Assistant may make the purchase.
 - a. A copy of the receipt shall be printed before closing out of the site.
 - i. A copy of the receipt shall be provided as soon as possible to the clerk's office.
7. Local Business Purchases
- a. The following businesses allow for in-store charge purchases
 - i. Aubuchon Hardware
 - ii. Hart & Mead Auto Parts
 - iii. Kinny Drugs (Requires the card at the office)
 - b. Employees may make purchases of \$10 dollars or less for immediate operational needs.
 - c. Employees requiring purchases over \$10 dollars shall obtain the permission of a supervisor.
 - d. The receipt shall be given to the Admin Assistant for processing.