

Planning & Zoning

Renaë Marshall

From: Alex Weinhagen <hinesburgplanning@gmavt.net>
Sent: Wednesday, March 06, 2013 10:54 AM
To: Peter Erb; Renaë Marshall
Subject: P&Z Purchase and Credit Card Use Policy

Peter, Renaë,

Joe and Missy are tightening up the protocols for using the Town credit cards. Some departments have credit cards or gas cards issued to staff members, and protocols are being developed for that. This is not the case for our Planning & Zoning Department. We simply make use of the Town credit cards issued to Missy or Cheryl. Anyway, here is our department protocol for any purchase or use of the Town credit cards:

- 1) Review the proposed purchase with me first, so I can give it the OK and make sure it is within our budget.
- 2) If possible, tell Cheryl what you're looking for, so that she can order it – i.e., so we don't have use the credit card at all.
- 3) If Cheryl can't get it, or we need it same day, sign out the credit card from Missy/Cheryl using the log book in the Town Clerk office.
- 4) After you make the purchase (e.g., at Staples, on-line, etc.):
 - a. Save the receipt and give it to me for processing – i.e., I will get it to Missy.
 - b. Return the credit card to Missy/Cheryl with a note in the log book as to when you returned it.

**Remember that we are exempt from sales tax. If you are purchasing something at Staples, bring along the Town Staples card so they won't charge tax. Otherwise, talk to me or Missy about bringing along our sales tax exemption form when you make a purchase. Kind of a pain sometimes, so whenever possible, have Cheryl order what you need.

Alex Weinhagen
Director of Planning & Zoning
Town of Hinesburg
hinesburgplanning@gmavt.net
www.hinesburg.org - Planning/Zoning page
802-482-2281 ext. 225
10632 Route 116
Hinesburg, VT 05461
