

TOWN OF HINESBURG

CREDIT CARD POLICY

DRAFT PROPOSAL

The Town of Hinesburg proposes the following policy for the use of the credit card for town purchases.

- 1.) No employee shall make a purchase with the Town credit card without prior written approval of the department head.
- 2.) All credit card purchases over the internet shall be implemented by the town clerk & treasurer's office. The employee or department head shall send the clerk's office a link with the items they wish to purchase, along with the appropriate budget line # for the invoice to be processed. If the request doesn't originate with the department head, the clerk/treasurer's office shall verify with the department head prior to placing the order.
- 3.) The existing policy regarding signing out the card shall continue. The sign-out book shall be in a secure location in the town clerk's office. Anyone wishing to make a purchase shall first check with the clerk's office to see if the items can be ordered from a business with whom the Town maintains an account. If the items must be purchased off-site, the individual may sign out the credit card if they have written authorization from the department head, making note of what purchases the card will be used for. The card must be returned on the same business day if possible, along with the original receipt for the transaction, and signed back in.
- 4.) Failure to return a receipt for all purchases may result in restrictions on subsequent use of the card.
- 5.) Gas cards shall be managed by each department head. Each vehicle will have a specific card associated with that vehicle. In addition, a log of all gas purchases, including employee name, date & time, mileage & gallons shall be maintained for each vehicle. No employee shall use the Town gas credit card for personal use. Each department head will review the charges on a monthly basis.