

Credit Card Policy for the Town of Rhinebeck

May 23, 2011

1. The Town of Rhinebeck ("Town") will obtain one general purpose credit card in the name of the Town Clerk ("Town Card"). Multiple cards will not be obtained.
2. Such Town Card will only be used to make purchases on behalf of the Town where no other means of payment are practical and to avoid the need for Town officials or employees to pay for such purchases on their personal credit cards and obtain reimbursement for such purchases from the Town. However, with respect to payment for authorized training sessions, hotels, travel expenses, and other related expenses, to the extent these amounts cannot be paid in advance with a Town check, the Town will continue its existing practice of having officers and employees pay for such expenses and seek reimbursement from the Town. For the avoidance of doubt, the Town Card shall not be used to pay for authorized training sessions, hotels, travel expenses, and other related expenses.
3. The Town Clerk may allow officers and employees of the Town to use the Town Card if such officer or employee is authorized to make such purchase and explains to the Town Clerk why use of the Town Card is appropriate. If the Town Clerk is not sure such use is appropriate, then Town Clerk must obtain the written approval of the Supervisor to authorize the use of the Town Card. After use of the Town Card, the Town Card must be returned promptly to the Town Clerk with the sales slip and other sales media showing the items purchased and prices paid. If a computer receipt is generated, the person using the Town Card must sign it before it is given to the Town Clerk. The Town Clerk shall turn such documentation of the purchase over to the Town Bookkeeper, so that such media can be attached to the voucher to be presented to the Town Board to authorize payment of the credit card bill.
4. The Town Card may not be used to make personal charges or to obtain cash advances or cash back from purchases. The Town Card may only be used to conduct the business of the Town. Any personal or otherwise inappropriate charge shall be the responsibility of the individual making such charge and such person shall reimburse the Town for such charge within three business days of request.
5. The credit limit on the Town Card shall not exceed \$3,500.
6. When not in use the Town Card shall be kept in the vault in the Town Clerk's office.
7. The Town Bookkeeper shall review the credit card bill and ask the card issuer to credit any annual, late or other fee.

8. Use of the Town Card shall be in compliance with the audit and review requirements set forth in New York State Town Law §118.