

Article II. Credit Card Policy

[Adopted 9-14-2009]

§ 30-8. Purpose.

The purpose of this policy is to adopt procedures by which the Town of Rhinebeck may obtain a credit card in the name of the Town of Rhinebeck (the "Town credit card") and regulate its use.

§ 30-9. Credit cards.

The Town Board may enter into a contract with any banking institution authorized to issue credit cards in the State of New York, in order to obtain a Town credit card, which may be used to make authorized purchases of goods or services pursuant to § 30-13 below.

§ 30-10. Compliance with Town Law.

Any agreement entered into by the Town for issuance and use of a Town credit card shall comply with the certification requirements of Town Law § 118.

§ 30-11. Compliance with Town of Rhinebeck policies.

All purchases made pursuant to this policy shall comply with the Procurement Policy adopted by the Town Board. *Editor's Note: See Article I of this chapter.* When applicable, purchases must be made in accordance with the Town purchase order policies and any other applicable policies adopted by the Town.

§ 30-12. Authorized users.

Only users authorized by the Town Board shall be permitted to use the Town credit card and shall have signing authority.

§ 30-13. Authorized purchases.

The Town credit card shall be used only for purchases where there is no other reasonable or convenient form of payment due to:

- A. Timing of purchase;
- B. Vendor location;
- C. Policies of the vendor; or
- D. Where the Town makes regular, periodic payments as a subscriber for services.

TOWN BOARD OF THE TOWN OF RHINEBECK

RESOLUTION

May 23, 2011

WHEREAS, the Town of Rhinebeck (the "Town") does not have a general purpose credit card; and

WHEREAS, the Town has developed the attached Credit Card Policy; and

WHEREAS, the Town wishes to have a general purpose credit to be used in conformity with the attached Credit Card Policy;

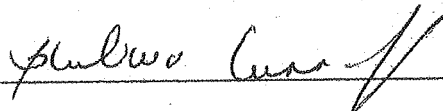
Now therefore, be it RESOLVED, the Town Board authorizes:

Council Member Gelb to file an application for a general purpose credit card to be issued by M&T Bank in conformity with the attached Credit Card Policy.

MOTION BY: Joe Gelb SECONDED BY: Gina Fox

Town Board Member	AYE	NAY
Tom Traudt	✓	
Dan Staley	✓	
Bruce Washburn	✓	
Joe Gelb	✓	
Gina Fox	✓	

Resolution Certified:



Barbara Cunningham, Town Clerk

Date 5/24/11

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 \$2,500.
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.