

Policies and Procedures
Employee Use of Company Credit Card or Charge Accounts

1. Authorization – The owner must provide written authorization prior to the use of a company credit card or charge account by an employee.
2. Employee Agreement – The employee must sign an agreement acknowledging that he has read and understands the policies and procedures governing the use of a company credit card or charge account.
3. Restricted Use – The use of a company credit card or charge account is subject to the following restrictions:
 - No personal or private expenditure shall be to be charged to a company account.
 - No regular operating expense (e.g. monthly telephone bills, internet agreement, etc.) shall be charged to a credit card.
 - Each expense charged must be accompanied by the actual itemized receipt and brief explanation. (For example, if the expense is for meals or food, note on the receipt if it was for a luncheon meeting and how many meals were included on the bill). In other words, each expense should have the same type of documentation that you would include on a request for reimbursement.
 - An expense in excess of \$100 should be pre-approved. Capital purchases should never be charged to a credit card.
 - Travel expenses (e.g. airfare, hotel rooms, conference registrations) should be submitted for payment via a purchase order or expense reimbursement whenever possible. In the exceptional case when a credit card is used for such expenses, the conference and travel expense should be pre-approved by the appropriate authority.
 - Documentation of each expense shall be submitted as soon as possible, and no later than 10 days from the date of purchase.
 - No cash advances will be permitted on a company credit card.
 - Any credit card issued to an employee will have a maximum monthly balance of \$1,000.

4. Card Payments - Payments, late fees and interest related to unauthorized or undocumented charges shall be the responsibility of the employee.
5. Violations of the Town's credit policy shall result in disciplinary action, including termination of employment or prosecution.

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