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|  <p>Town of Allenstown New Hampshire</p> | FINANCIAL POLICIES & PROCEDURES Town of Allenstown, NH | | | |
| | <i>Title</i> CREDIT CARD USE POLICY | | | |
| | <i>Policy No</i> #2014-003 | <i>Original Adoption Date</i> 00/00/2014 | <i>Revision – No. & Date</i> | <i>Page No</i> Page 1 of 4 |

Section 1.0: Purpose

The purpose of this policy is to establish procedures for the use of credit cards issued to town employees for town business.

Section 2.0: Organization Affected

All departments and/or functional areas of the Town of Allenstown.

Section 3.0: Definitions

Credit Card- a card issued by banks, businesses, etc, enabling the holder to obtain goods and services on credit. This definition also includes lines of credit that operate in a similar fashion that do not actually require the use of a card.

Section 4.0: Policy

4.1 Authorized Card Holders


The Board of Selectmen shall determine which employees of the town will be issued a credit card. Only those persons designated by the Board may utilize credit cards on a town account.

4.2 Authorized Credit Card Accounts

The Board of Selectmen is the only body of the town that is authorized to approve credit card accounts or lines of credit. Approval must be obtained in advance from the BOS. Credit cards and lines of credit that have been issued to the town prior to the implementation of this policy have to be approved by the Board within 30 days of the effective date of this policy. The Board must approve authorized dollar limitations on accounts as well as limitations of what products and services can be purchased.

4.3 Unauthorized Use of Credit Cards

Authorized card holders are responsible for ensuring the security of cards or accounts issued to them. It is incumbent upon those cards holders to ensure that they take appropriate steps to ensure the security of the card and account information is protected from fraud. Lost or stolen cards must be immediately reported to the credit card company and the Town Administrator. Employees who

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make unauthorized purchases with town credit cards are subject to payment of those unauthorized purchases and related expenses. Credit cards must never be used to purchase items for personal use or for non-town purposes, even if the cardholder intends to reimburse the town.

Section 5.0: Procedures

5.1 Utilization of Credit Cards

Credit cards shall only be used for official business of the town. No other use is authorized. The use of credit cards to make purchases of goods and services must conform to latest revised version of Purchasing Policy 2013-010.

1. Authorized card holders must provide a receipt that shall be submitted to the Accounts Payable Administrative Assistant within 3 business days.
2. In situations where receipts are lost or not issued the employee making the purchase must submit an affidavit in lieu of a receipt detailing the purchases made and the circumstances surrounding the lost receipt or non-issuance of a receipt.
3. The receipts of transactions must have the card users printed name and signature on it.
4. Credit cards shall not be used for cash advances.
5. A purchase made with a credit card may be made in-store, by telephone, fax, internet or U.S. mail.

5.2 Cancellation of Credit Cards

The Town Administrator or Finance Director in the absence of the Town Administrator may take immediate action to cancel credit card accounts to protect the town from fraud or violations of this and related town policies. This authority is subject to later review by the Board of Selectmen.



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Section 6.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and committee members, appointed or elected to office and at such other times as may be necessary.

Section 7.0: Signature

| | Position | Signature | Date |
|--|-----------------------------------|------------------|-------------|
| <u>Original Policy Prepared By:</u> Shaun Mulholland | Town Administrator | | 00/00/2014 |
| <u>Original Policy Reviewed & Approved By:</u> Jason Tardiff | Board of Selectman Chairperson | | 00/00/2014 |
| Jeff Gryval | Board of Selectman | | 00/00/2014 |
| Kate Walker | Board of Selectman | | 00/00/2014 |



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Section 8.0: Policy & Procedure Revision History

| | Section | Changes Made | Approvals | |
|-------------------|---------|--------------|--|------------|
| | | | By | Date |
| Original Adoption | | | Jason Tardiff Jeff Gryval Sandy Mckenney | 00/00/2013 |
| Amendment | | | | |
| Amendment | | | | |
| Amendment | | | | |

DRAFT