

# **Town of South Bristol, New York**

## **Policy for the Internal Control**

### **Credit Card Usage**

#### **Credit Cards Issued**

The following credit card has been authorized and issued;

- CNB First Bank Card – Town of South Bristol
- CNB First Bank Card – Town Supervisor
- CNB First Bank Card – Highway Superintendent

#### **Authorized Users**

Usage is limited to the following positions:

- Town Supervisor
- Deputy Town Supervisor
- Highway Superintendent
- Deputy Highway Superintendent
- Town Clerk
- Town Justices

#### **Authorized Purchases**

Town credit cards may be used for the following purchases:

- Fuel, Materials, supplies, and equipment. Only if a purchase order cannot be issued.
- Charges for supplies and equipment purchased by any authorized user with the exception of the Highway Superintendent of his Deputy shall not exceed \$500 per item without approval from the Town Supervisor or her Deputy.
- Registrations
- Travel and/or training expenses

- Other items specifically authorized by the Town Supervisor or Deputy Town Supervisor.

### **Prohibited Purchases**

The Town of South Bristol credit cards are not to be used for:

- Personal purchases of any kind.
- Meals to promote goodwill or to boost morale.
- Charges for alcohol or entertainment.
- No cash advances (ATM, traveler's checks, money orders, etc.)
- Payment of invoices or statements of any kind.

The Town will pursue all means to obtain repayment from those responsible for incurring prohibited purchases.

### **Procedure:**

- The credit cards are retained by the Town Supervisor and Highway Superintendent or their Deputy. All other authorized users are to request the credit card from the Town Supervisor or in the absence of the Town Supervisor her Deputy.
- All Other Authorized Users must date and sign out the credit card when obtained and date and sign in when returned.
- Upon return of the credit card all receipts related to the purchase need to be signed by the purchaser and given to the Town Clerk within two business days of the purchase.
- The Town Clerk will reconcile the credit card statement to the receipts.
- If the information is not submitted in a timely manner, the department that has not submitted the information will be responsible for the interest and/or late charges.
- If a credit card is lost or stolen it shall be reported to the Town Supervisor and Town Clerk immediately.

