



VILLAGE OF STEWART MANOR, NEW YORK

Credit Card Policy Statement

Introduction

This credit card policy statement is adopted by the Board of Trustees of the Village of Stewart Manor with the intent of indicating who is authorized to have a Village credit card, stating what the card can be used for, stating what documentation is required to be submitted for a credit card purchase, developing internal controls to prevent paying for purchases that are not authorized and for monitoring and enforcing compliance with regard to credit card use.

Policy

- Only a Board member or the Clerk-Treasurer may be issued a credit Card.
- The Board will authorize the issuance of all credit cards.
- Cards will be issued in the specific names of the individuals and they will be held personally accountable for all unauthorized purchases or purchases without documentation.
- VISA or Mastercards (revised via RESO 2012/13-148 dated May 7, 2013) may be used for the following purchases: authorized trip and conference expenses including hotel reservations, travel expenses, meals and any other specifically authorized expense; certain budgeted purchases where the vendor will not accept a PO as promise of payment; emergency, budgeted purchases for which sufficient petty case funds are not available. Credit cards may never be used for personal purchases, even if reimbursement is given.
- Cash advances or cash back from purchases is expressly forbidden.
- No credit card purchase can exceed \$1,500 without express, written permission from the Board of Trustees.
- All credit card bills shall be submitted for audit in normal voucher form with the required documentation and may be paid prior to audit if a late fee will be incurred. Payment in advance of audit by the Board does not expressly imply authorization of a purchase.

- All credit cards will be cancelled upon separation from service by the card holder from the Village. The credit card must be physically turned in to the Village along with all other Village property.
- All credit cards will be reviewed annually for compliance with this policy.
- Automatic payment deductions cannot be used to pay credit card bills.
- All purchases must be accompanied by an itemized receipt detailing the vendor, and an itemized list of items purchased and proof (may be in the form of an authorized signature) that the items or services were delivered.
- All cards will be kept in the possession of the Village of Stewart Manor, in the office safe when not actively being used.
- Any lost or stolen card must be reported within one business day to the Village Clerk-Treasurer who will contact the issuer to cancel the card and request a new card if necessary.
- Any unauthorized charges must be paid by the individual to whom the card was issued within 5 business days of being notified of the unauthorized charge. The individual may also be responsible for late fees and interest charges on those items if the payment is not made promptly.