

Town of Pendleton Commercial Card Use Policy

1. The Town of Pendleton authorizes its Town Supervisor to enter into contracts with banking institutions or commercial card companies for the issuance of commercial cards to be held in the name of the Town of Pendleton for use by designated persons as herein set forth for the purchase of **certain item described heron but not limited to travel arrangements, reoccurring utility and service charges, and for small maintenance, repair and operating expenses.**
2. The Town Supervisor and/or Town Clerk shall have control of all commercial cards.
3. The Town Supervisor and/or Town Clerk shall personally authorize the use of the commercial cards.
4. The following authorized commercial card purchases may be made by approved Town Officials/employees:
 - Office supplies and forms
 - Books and subscriptions
 - Computer supplies
 - **Recurring charges such as utilities**
 - **Seminars, conferences, training courses**
 - **Travel, lodging and related reservations**
 - Any other expenses authorized by the Town Supervisor and/or Town Clerk for the Town of Pendleton
5. The following are unauthorized commercial card purchases:
 - Any single transaction exceeding \$500.00 in value and not to exceed \$1,500.00 for all transactions per month, not specifically authorized by the Town Supervisor and/or Town Clerk.
 - Purchase of items for personal use
 - Commercial cards are not to be used for any product, service or with any merchant considered to be inappropriate for Town funds
6. All commercial cards will be kept under the direct supervision of the Town Supervisor and/or Town Clerk and shall be made available to officials/employees deemed appropriate by the Town Supervisor and/or Town Clerk.
7. In using the commercial card, all Town officials/employees shall:
 - Retain all receipts for the items purchased and submit them to the Town Clerk for invoice processing.

- To avoid paying sales tax, all purchases must be accompanied, and the vendor acknowledged and accepts the Town's Sales Tax-Exempt Form
 - Ensure that all transactions are legitimate purchases made on behalf of the Town.
 - Ensure that all claims and adequate supporting documentation for which the expenses were incurred are in accordance with Town Policy.
8. Any illegal or unauthorized expense or improper use of a commercial card shall require payment by the employee incurring the expense.
 9. Except as herein provided, purchases, payments, travel, and other actual and necessary expenses for which a commercial card is used shall be incurred in accordance with and shall be subject to, all laws, rules, and regulations applicable to municipal charges incurred by the Town of Pendleton, its officers, and employees.
 10. All authorized departments must review all receipts and commercial card statements and following such review shall submit the same to the Town Clerk for payment in a timely manner to avoid interest or penalties and the Town Clerk shall review all documentation in the same manner as other Town expenses and either allow or not allow in whole or in part the charges.
 11. If the Town Clerk determines that all charges are appropriate as submitted, the commercial card statement shall be processed for payment in a timely fashion to avoid any finance charges. If the Town Clerk shall determine that there are illegal or unauthorized charges, he/she shall immediately notify the Town Supervisor who shall investigate and deal with the situation.
 12. Employees using the Town commercial cards shall sufficiently document the purchases with supporting receipts and a detailed composition of all charges, noting the official or employee who has incurred said charges.
 13. Gas purchases allowable only to Town owned or rented vehicles along with supporting receipts with the license plate number of the vehicle it was used for.
 14. Any lost or stolen commercial cards shall be reported immediately to the Town Supervisor and/or Town Clerk
 15. For any orders placed by phone, fax, mail or internet, a receipt must be requested detailing the merchandise purchased, price, freight, shipping etc. and must be included with the goods mailed or shipped.
 16. Notwithstanding any of the above, Town credit cards can be used for any other transaction without monetary limit provided, and on condition, that the purchase is duly authorized by the Town Supervisor and/or Town Clerk

17. All purchases made under this policy shall comply with all current purchasing and travel policies in effect, and the provisions of General Municipal Law § 103 and all other competitive bidding laws of the State of New York.
18. All Town employees who are authorized to use the Town commercial card must sign and agree with Cardholder's Agreement statement.

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Town of Pendleton Credit Card Holder Sign in-Sign- out

The use of the Town of Pendleton credit card for small-value purchases is a standard procedure of the Town.

I will be expected to use Town of Pendleton credit card issued to me as directed by my supervisor under the provisions of the Town of Pendleton Credit Card Use Policy.

Town Department

Department Supervisor

Type of Procurement Card

Procurement Card Number or Acct. No.

Town Department Employee's Signatures and dates of activities:

Out _____ In _____

Out _____ In _____

Out _____ In _____

Town of Pendleton Commercial Card Cardholder's Agreement

The use of the Town of Pendleton commercial card for small-value purchases is a standard procedure of the Town.

I will be expected to use Town of Pendleton commercial card issued to me as directed by my supervisor under the provisions of the Town of Pendleton Commercial Card Use Policy.

I will not permit another person to use the Town of Pendleton commercial card issued to me. Any such purchases made with my card will be considered to have been made by me and will be my responsibility.

I will be responsible for the safekeeping of the Town of Pendleton commercial card issued to me and, if lost, will report its loss immediately to my supervisor.

I understand that my personal credit will not be affected by any use of the Town commercial card.

The use of the Town commercial card to purchase goods and services for other than the official use of the Town is fraudulent use and is subject to disciplinary action and/or termination of employment as may be determined by the Town, as well as to legal action to recover losses incurred by such use.

I have read, understand, and agree to the conditions above:

Town Department

Department Supervisor

Employee:

Print Name: _____

Signature: _____