

Town of Grand Isle Credit Card Policy

Purpose: Credit cards provide a convenient method of obtaining goods and services for the Town. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting Town business.

Individual Accounts: No individual has the authority to open a credit card account in the Town's name. All accounts open at the adoption of this policy shall be immediately turned over to the Treasurer. The Selectboard must approve the application for a credit card account prior to its submission.

Card Holders and Limits: The Selectboard will determine which officers and employees of the Town will be authorized to use a Town credit card and will establish appropriate limits for each purchase and the total credit limit for each card. Cards will be issued in the names of authorized officers and employees.

Credit Card Use: Credit cards issued under this policy may only be used by the named cardholder to conduct Town business and strictly in compliance with the Town Purchasing Policy. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Employees may be subject to disciplinary action for misuse of a Town credit card, up to and including termination. No person other than the Town may benefit from or use any points, cash-back, miles, or any other credit card benefits.

Security: Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Selectboard Chair and the credit card company or bank if the credit card is lost or stolen.

Documentation: Each month, with submission of the credit card bill to the Treasurer, authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods and services, the date of the purchase, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the invoice and customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order confirmation page. For telephone purchases, documentation will include a faxed or emailed copy of the receipt from the vendor. All such information and documentation shall be referred to herein as "Documentation."

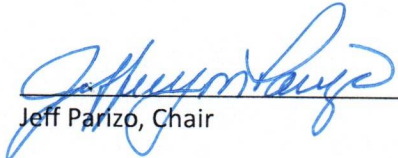
Reimbursement: Authorized officers and employees are expected to use the Town's credit card and not their own funds to purchase small items for Town services or events, unless an emergency exists. When reimbursement is necessary, a receipt is mandatory. If an authorized officer or employee spends their own money to obtain needed goods or services, a written explanation of the emergency nature of the purchase shall accompany any request for

reimbursement by the Town. In addition, the Town officer or employee shall submit a receipt for the purchase and corresponding charge receipt, if applicable, which shall include all Documentation required by the preceding section of this Policy to the Treasurer within one (1) week after the date of purchase. All reimbursement applications are subject to the Selectboard's final approval.

Treasurer Purchases: In the event the Treasurer is authorized to use a Town credit card, the Treasurer should each month include all Documentation other authorized officers and employees are required to submit to the Treasurer, in the Treasurer's records and separately submit the same Documentation monthly to the Selectboard Chair.

Separation: Prior to separation from the Town, the cardholder will surrender the credit card to the Selectboard Chair.

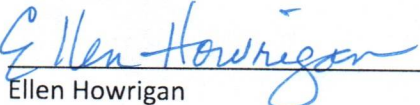
The foregoing Policy is hereby adopted by the Selectboard of the Town of Grand Isle, Vermont, this 8th day of January, 2024, and is effective as of this date until amended or repealed.



Jeff Parizo, Chair



Josie Leavitt, Vice Chair

Jennifer Morway


Ellen Howrigan

Couper Shaw

Authorized User

Authorized User

Authorized User

Authorized User

Appendix to the Town of Grand Isle Credit Card Policy

Town Department	Card Holder	Spending Limit
Town Clerk/Town Treasurer	Melissa Boutin	\$1,000
Library	Janet Bonneau	\$800
Highway Department	Brad Sheridan	\$500
Recreation Department	Roth Perry	\$2,500 per purchase \$5,000 card limit