



TOWN OF CASCO

CREDIT/DEBIT CARD USE POLICY

Section 1. Purpose: To establish the issuance, accounting, monitoring, retrieval and general oversight of the credit card/debit card use policy for the Town of Casco.

Section 2. Policy:

- A. The Town Treasurer is designated to be responsible for the Town's credit card/debit card issuance, accounting, monitoring, retrieval and general oversight of the compliance with this credit/debit card policy.
- B. Town credit/debit cards may be used only by those authorized and only for the purchase of goods or services for the official business of the Town.
- C. All authorized users of the Town's credit/debit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase and the official business for which it was purchased.
- D. Upon termination of an employee who has been issued a Town credit/debit card, that employee shall immediately return the card to the Town's Treasurer.
- E. An authorized employee, who is using a credit/debit card, is responsible for its protection and custody and shall immediately notify the bank card issuer and the Treasurer if the credit/debit card is lost or stolen.
- F. The Treasurer will follow establish accounts payable procedures for the approval, documentation and payment of the credit/debit card charges.
- G. Unauthorized use of a Town credit/debit card shall result in disciplinary action that can include termination.

Section 3. Procedures:

A. Issuance of Credit/Debit Cards

- 1. Credit/debit cards will be issued to the Town Manager, Treasurer, Fire Chief, Recreational Director and all others approved by the Town Manager. The cards will be issued to individuals, in the name of the individual; there will be no departmental cards except for Administration. Only one card will be issued in an individual's name. Cards are nontransferable.
- 2. The authorized credit limit of all credit cards issued by the Town of Casco shall not exceed \$5,000. Exceptions above \$5,000 may be made with the Town Manager approval.

B. Card Use

- 1. The credit/debit card shall be used for the purchase of goods and services that are for official business of the Town when normal Accounts Payable procedures cannot be utilize, e.g., fuel purchases, travel-related expenses, conference registrations, etc. Misuse of the card will subject the card holder to disciplinary action in according with Town policies and procedures relating to disciplinary action and termination for cause.

- e. The card holder does not adhere to all the appropriate Town Administrative orders, ordinances or policies.

F. Sample of Items that Can be Purchased with a Town Credit/Debit Card:

1. Airfares
2. Conference Registration
3. Lodging and meals
4. Rental Cars
5. Lunch and dinner meeting meals
6. Minor emergency office supplies
7. Training books
8. Equipment or supplies, if authorized by Town Manager

G. Samples of Items That Cannot be Purchased with a Town Credit/Debit Card:

1. Cash advances
2. Standard merchant category exclusions (e.g., liquor or tobacco products)
3. Personal use

H. Credit Card Use Audits

The Town Treasurer will make periodic random audits of card use and charges for appropriateness. Area to be monitored include, but not limited to, compliance with this and other policies. Excessive and/or non-use by the card holders will also be monitored.


This policy supersedes any prior policy related to this subject.

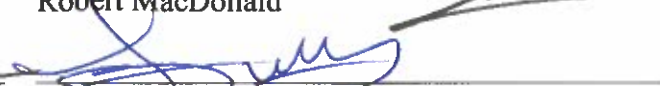
Date:

Approved by Casco Selectboard:

 CHAIR
Mary-Vienessa Fernandes


Robert MacDonald


Holly Hancock


Scott Avery

Vacant