

## **Resolution 102 of 2019 Credit Card Use Policy**

Whereas, credit cards are useful in offering a convenient way to make small one-time purchases; and

Whereas, this convenience carries a tradeoff in increasing the risk of inappropriate spending, such as wasteful or personal purchases; therefore be it

Resolved, the Caroline Town Board hereby establishes the following Credit Card Use Policy after guidelines recommended by the Office of the State Comptroller:

- Each town credit card shall be authorized by the Town Board
- Credit cards shall be issued in the name of the town employee or official requesting them
- A master list of town credit cards shall be reviewed and updated annually
- A log shall be maintained for the use of credit cards shared by more than one staff member
- Town credit cards shall be kept in a secure location at the Town Hall when not in use
- Purchases of capital assets shall be pre-approved by the Town Board
- Town credit cards shall not be used for personal purchases
- All purchases and payments of claims shall require documentation; receipts shall be itemized in order to facilitate documentation
- Receipt of items purchased shall be verified
- Inappropriate charges shall be rectified or paid by the staff member making the charge

And Further be it Resolved, the Town of Caroline Credit Card Use Policy shall be added to the Town's annual Organizational Resolutions.