

Town of Clinton
Resolution No. 21 of 2021

Credit Card Policy

BE IT ENACTED BY, the Town Board of the Town of Clinton as follows:

1. Purpose:

The purpose of this policy is to adopt procedures by which the Town of Clinton may obtain credit cards in the name of the Town of Clinton and regulate their use. This policy does not replace or circumvent the procurement policy, Chapter 70 of the Town Code. This policy becomes effective immediately April 14, 2021.

2. Credit Cards:

Only the Town Board may enter into a contract with any banking institution authorized to issue credit cards in the State of New York, in order to obtain a credit card, which may be used to make authorized purchases of goods or services pursuant to this policy.

At any given time, the Town may only maintain two general purpose commercial credit cards. One credit card may be issued for General Fund expenses (the "Town credit card"). One credit card may be issued for Highway Fund expenses (the "Highway credit card").

3. Compliance with Town Law:

Any agreement entered into by the Town for issuance and use of a Town or Highway credit card shall comply with the certification requirements of New York State Town Law § 118.

4. Compliance with Town of Clinton Policies:

All purchases made pursuant to this policy shall comply with Chapter 70 of the Town Code, Procurement Policy. No purchases may be split into multiple charges in order to circumvent the provisions of the Procurement Policy or the limit placed on single purchases as per the Town Board resolution dated 9 March 2021, requiring a \$5,000 credit limit and a \$1000 individual purchase limit on the Highway credit card.

5. Authorized Users:

The Town Board authorizes the Town Supervisor to be the signer on the Town credit card, and the Highway Superintendent to be the signer on the Highway credit card. The Town Board may revoke the use of a credit card at any time.

6. Procedures:

- A) Anyone wishing to use a Town or Highway credit card for any purpose shall direct his or her request to one of the authorized signers who shall confirm that the use of the credit card to purchase something shall not exceed the budget for that particular Town department.
- B) The Town and Highway credit cards are for vendor purchases, and may not be used for paying invoices or statements.
- C) At the time of the transaction, the cardholder shall obtain an original, detailed receipt which must be submitted to the Town Clerk or the Highway Department Clerk, as appointed, and attached to the monthly statement. The credit card account shall be reconciled monthly within the grace period to avoid interest or penalties.
- D) The Town of Clinton is tax exempt. A tax exempt sales certificate should be presented with each purchase. If the vendor does not honor the tax exempt certificate, and the purchase is still made, the purchaser is responsible for the sales tax portion of the transaction.
- E) The Highway credit card may be used to purchase highway goods, including but not limited to truck parts, highway materials, tools and equipment. Administrative or office supply purchases should be purchased through established procedures or, if necessary with the Town Credit card.

7. Authorized Purchases:

The Town and Highway credit cards shall be used only for purchases where there is no other reasonable or convenient form of payment due to:

- A) Timing of purchase;
- B) Vendor location;
- C) Policies of the vendor; or
- D) Where the Town or Highway Department makes regular, periodic payments as a subscriber for services.
- E) Emergency purchases.

8. Restrictions:

The Town and Highway credit cards will have the following restrictions:

- A) No personal purchases of any kind, for any reason. Use of the Town credit card or Highway credit card for personal purchases with the intent of reimbursing the Town is prohibited.
- B) No Automated Teller Machine (ATM) transactions or cash advances.