

TOWN OF AUBURN CREDIT CARD POLICY

This policy is intended to provide the procedures approved by the Board of Selectmen for the use of credit cards throughout the Town of Auburn. The Town of Auburn has limited the use of credit card to specific vendor credit cards only (i.e. Staples, HD). There is no allowed usage for general credit cards (i.e. Visa, Discover). All credit card accounts will be issued in the name of the Town of Auburn and not to individuals who work for or represent the Town of Auburn. When not in use the credit cards are to be retained in a safe place within the office of the Town Hall or Police Department and are not to be kept by individuals or in other Town locations.

SCOPE

The Board of Selectmen will make all decisions regarding the issuing of credit cards and establishing controls for their use.

APPLICABILITY

This procedure applies to all departments of the Town of Auburn and includes electronic purchases.

USE OF CREDIT CARD

The credit card(s) will not be used for personal purchases of any kind. Use of the credit card for personal purchases or expenses with the intention of reimbursing the Town is prohibited. The credit card is to be used for Town business purchases only.

The following guidelines are necessary when using credit cards issued to the Town of Auburn, the purchaser will

- 1) ensure that the goods or services are budgeted for and allowable under law and applicable Town policies;
- 2) have the expenditure approved by the Department Head prior to payment;
- 3) not use the credit card for large purchases, amounts over \$1,500;
- 4) use the credit card when practical; and,
- 5) obtain a printed receipt for any credit card transaction.

When use of a credit card is determined necessary, the individual will need to request the physical card from the office of the Board of Selectmen or Police Department. The credit cards shall be returned immediately after use. At no time should a credit card be kept by an individual in his or her possession except while necessary to make the purchase and to return the card to its secure location in Town.

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DOCUMENTATION AND PAYMENTS

- 1) Documentation - Original receipts should be submitted to Town Hall, Accounts Payable with a description of the item, department/account to be charged for the item and approval from Department Head.
- 2) Missing Documentation - The person using the card is responsible for obtaining a receipt when purchases are made by credit card. If it is found that a receipt is missing or lost the user must inform Accounts Payable with a description of the item, department/account to be charged, amount of item(s), and approval of the expenditure by the Department Head.
- 3) Returns - It is the responsibility of the purchaser to return or exchange any item(s) found to be defective, faulty or not needed. Any credit should be put against the same card that the purchase was made and at no time should a cash refund be accepted. Credit receipts should be submitted to Town Hall, Accounts Payable with a description of the item returned and the department/account to be credited.
- 4) Payments - Credit cards will be paid by statements and not by individual receipts. The process will match up receipts and credits to statements and the statement will be paid in full along with other accounts payable items on a bi-weekly basis. All payments made by the Town of Auburn are done by paper check. No payments are to be made electronically.
- 5) Disputed Items - Should there be an item(s) on a statement that does not have the proper backup or is in dispute, Accounts Payable will follow through with any corrective action that may be needed. This can include, but is not limited to, contacting the credit card company, getting a copy of the receipt, and any other action necessary to resolve the dispute.

Improper use of the credit cards will not be tolerated. Each Department Head is responsible for insuring employees within their Department adhere to the Town's credit card policy. Should corrective action be deemed necessary the Department Heads will follow the procedures outlined in the Town's Personnel Policy for Disciplinary action.

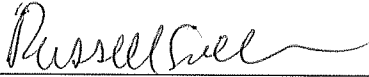
This Credit Card Policy supersedes any previous Credit Card Policy or other written or verbal statement of policy, or actual practice, which may have been previously issued or followed by the Town, its employees or any governing boards.

EFFECTIVE DATE

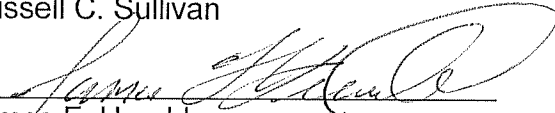
This policy shall take effect on May 1, 2013.

TOWN OF AUBURN
CREDIT CARD POLICY

Adopted by the Board of Selectmen the 29th day of April, 2013.



Russell C. Sullivan

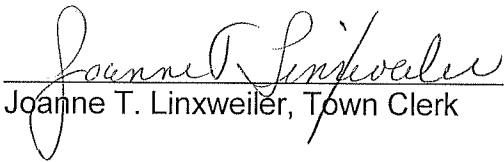


James F. Headd



Paul M. Raiche
AUBURN BOARD OF SELECTMEN

Received and recorded this 6 day of May, 2013



Joanne T. Linxweiler, Town Clerk