



POLICY

2014-01

To: All Employees
cc: Select Board, Town Treasurer
From: Brian M. Palaia, Town Manager
Re: Policy Memorandum- Vendor Card Policy
Date: February 3, 2014

EFFECTIVE DATE - Immediately Upon Adoption

GOAL: To assure proper use and prevent misuse or abuse of Purchase or credit cards.

PURPOSE: The purpose of this policy is to provide guidelines for the use of all credit and purchase cards or anything obtained by the Town for purchases through vendors.

POLICY FOR GAS CREDIT CARDS:

Absolutely no debit cards will be authorized or used within the Town for purchasing goods or services in the "Town of Milton" name, in part or whole.

The Town Manager's Office assigns gas cards to Town vehicles and equipment. A log will be kept by the Town Manager's Office that shall include but not be limited to, the gas card number and vehicle/equipment the card is assigned to. Employees are assigned a Gas Card pin. A log of the employee, the department the employee is assigned to and the date the employee was assigned the pin will also be kept. These logs will be kept on file in a secure place and a copy will be forwarded to the Finance Department each time it is updated. The logs will be available for inspection by anyone at any time.

Employees will use the gas card for gas purchases for Town owned vehicles and equipment only. Personal use is strictly prohibited. Any violation of this policy may be grounds for dismissal and/or prosecution.

Employees will retain a gas card receipt which will be submitted to his/her work place office by the end of the shift/work day of the gas purchase. The department staff will submit all signed gas receipts to the Finance Office on a daily basis. These slips will be used to verify the monthly invoice received from the vendor.

If a receipt is not printed at the gas pump due to a machine error, the employee must record the gallons purchased, date of purchase, amount of purchase, gas card number and odometer reading of vehicle. This note must be legibly signed and department indicated by the employee.

Any purchase that does not have a gas slip receipt (signed by employee) may not be paid by the town and may become the responsibility of the employee assigned to that gas card.

POLICY FOR ALL OTHER CARDS:

Absolutely no debit cards will be authorized or used within the Town for purchasing goods or services in the "Town of Milton" name, in part or whole.

Employees wishing to obtain a Town owned credit or purchase card(s) will need to obtain written permission by the Town Manager.

The card application will be completed by the Town Manager. Both the Town Manager and the Town Treasurer will sign the completed application.

All cards will be kept under the jurisdiction of the Town Manager in a secure place. The Town Manager's Office will keep a log of all cards in their possession. This log shall include, but not be limited to, card numbers, card vendor, the date each card was received from vendor, the date each card was distributed to employee and the date it was returned by employee. This log will be kept on file in a secure place and a copy will be forwarded to the Finance Department each time it is updated. The log will be available for inspection by anyone at any time.

No card shall be used for any purpose other than for pre-approved Town purchases. Any violation of this policy will be grounds for dismissal and/or prosecution.

An employee wishing to use the approved cards will complete the following steps: (The current Purchasing Policy will be followed when completing all purchases.)

1. A purchase order will be properly completed noting the card requested for use (i.e.-Home Depot Card). If the purchase is made using the town visa/mastercard, the purchase order will contain the name of the vendor that the credit card is being used to make the purchase from
2. Once the purchase order is approved by the Town Manager, the card will be given to the employee to make the purchase.
3. Once the merchandise is purchased, the employee will return the card to the Town Manager's Office. The employee will forward the signed card slip to the Finance Department with their purchase order to designate the slip to be paid.
4. The Finance Department will process the purchase order for

payment and will hold the payment of the slip until the vendor invoice is received. Card statements will be sent to the Finance Office. Before payment is issued, the Finance Department will review the current balance of the credit account and reconcile any amount due with the actual invoices for the items purchased since the purchase order amount and invoice amount can sometimes vary. The actual amount due will be reconciled back to the expense accounts chargeable for each department budget.

5. Should an employee return any item purchased using the town's credit card, the employee will complete a credit purchase order utilizing the same account information as the original purchase order used, making sure to enter a negative number in the item cost as well as the vendor information. Department Heads will still be responsible for signing these purchase orders and the word CREDIT should be written in the line where the Town Manager would have signed. This purchase order and credit documentation will be given to the Finance Department for processing.

ACTION: The Milton Select board, acting in regular session on 2-3-14 voted in favor of the following: "Voted in favor of the Vendor Card Policy, as outlined above."

Dated at Milton, Vermont this 3rd day of Feb, 2014

MILTON SELECTBOARD

John C. Gifford

Louis H. Mossey

John W. Bartlett

Filed with the Milton Town Clerk's Office this 4th day of Feb, 2014.

ATTEST: *Sheryl M. Primes* *Asst. Clerk*
Milton Assistant Town Clerk

