

**Town of Pleasant Valley
Eau Claire County, Wisconsin
Credit Card Policy
March 11, 2019**

Introduction

The Town of Pleasant Valley is providing an approach to purchasing goods and services by offering a Credit Card Program to select Town employees responsible for purchasing. The Credit Card Program is designed to make it easier and more cost effective for Town personnel to make purchases of goods and services from any supplier that accepts Mastercard. Credit cards will not replace the normal purchasing policies and procedures established. These policies and procedures are intended to provide guidelines to cardholders in utilizing their credit cards.

General Information

The Town issues credit cards to designated employees at the discretion of the Town Board. The person the credit card is issued to is responsible for any purchases made with their credit card. The card is to be used for Town purchases only. **Use of the card for personal items is strictly prohibited.**

Card privileges may be rescinded at any time at the discretion of the Town Board if policies and/or procedures are not followed by the cardholder.

Credit cards must be kept in a secure place. Credit cards remain the property of the Town.

All charges made on Town credit cards are billed directly to the Town on a monthly summary invoice. This process minimizes paperwork and streamlines the payment process.

Each cardholder will be required to retain and submit receipts to the Clerk-Treasurer. The monthly statement will be reviewed and reconciled by the Clerk-Treasurer. The original receipts will be attached to the appropriate statements and payment will be made in a timely manner. All credit card statements with attached receipts will be presented to the Board for review and approval.

Cardholder Limits

Each cardholder will be assigned a credit limit not to exceed \$5000 in any given billing cycle.

Unauthorized Uses

The following purchases are expressly forbidden under this program. Purchases that:

- Are for the purchase of liquor
- Are for cash advances
- Exceed your limit
- Are split across days to stay within your limit
- Are splint amongst cardholders to stay within your limit
- Are made to avoid or circumvent the purchasing process
- Are not immediately available at the time of credit card use. No back-order of merchandise is allowed. Back-ordering will cause the Town to pay for goods before they are received.

A cardholder that makes unacceptable or unauthorized purchases or carelessly uses the credit card may be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged in conjunction with the misuse. The cardholder will also be subject to disciplinary action, up to and including termination.

Purchasing Procedures

The following are the procedures for making purchases using your credit card:

- Only the cardholder can authorize a purchase on his/her card. The cards should not be loaned to another person, however; should a Department Head choose to use their issued card as a Department Card and authorizes the card to be used to make purchases for an employee in their department, the employee named on the credit card is ultimately responsible for all purchases, receipts and accounting and recordkeeping responsibilities.
- Purchases utilizing your credit card can be made in person, by phone, or over the internet from any vendor that accepts Mastercard. For security reasons, fax orders should be avoided as you do not know who is on the receiving end and has access to your card information.
- Whether paying for orders in person, by phone, or over the internet, the cardholder is responsible for obtaining and retaining proper documentation of all transactions. I.e. receipts, invoices, or other documentation showing the item(s) purchased and the amount paid.
- All Town purchases are exempt for Wisconsin Sales Tax. It is the cardholder's responsibility to make certain that sales tax is not paid on any purchases he/she makes using a credit card. If a vendor requires a copy of the Tax-Exempt Certificate a copy is available from the Clerk-Treasurer to provide to the vendor.
- A credit card purchase may be declined at the point of sale. If a transaction is declined, the cardholder should cancel the transaction and contact the Clerk-Treasurer immediately to determine the reason for the declined transaction.
- Any returns or credits made on purchases made for by credit card must be credited to the cardholders account (no cash refunds). The cardholder should obtain and retain the appropriate documentation.

Cardholder Record Keeping Requirements

- Cardholders must keep all original sales documents (receipts, packing lists, invoices, credit card slips, cash register tapes) from purchases made with the credit card. These documents will be required to be submitted to the Clerk-Treasurer for processing.
- Cardholders must denote what was purchased and the budget category the purchase falls under for those receipts.
- Cardholders are responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise
- All documents must be turned into the Clerk-Treasurer at the end of each billing cycle.

Reporting Lost, Stolen or Damaged Cards

- If your credit card is lost or stolen, contact the Clerk-Treasurer immediately so appropriate action can be taken.
- If a card becomes damaged and needs to be replaced, the cardholder must return the card to the Clerk-Treasurer and a replacement card will be issued.

Disputed Items

- If there is a discrepancy on the monthly statement, the vendor will be contacted to try and resolve the matter. The Clerk-Treasurer will insure the correction appears on the next monthly statement.

Unauthorized Account Usage

- The cardholder is responsible for keeping track of how the card is used and for its safekeeping. The cardholder should protect against fraudulent use of the card.
- If the cardholder detects or suspects that his/her card has been used fraudulently, he/she should contact the Clerk-Treasurer for immediate card deactivation.

Card Deactivation

- Upon termination of employment of a cardholder, the credit card must be returned to the Clerk-Treasurer prior to the employee's last day of work. The credit card will be deactivated immediately.
- A credit card may be deactivated if the Town Board determines that the cardholder has continuously violated the policies and procedures set forth in the policy.

This policy applies to all departments and personnel of the Town of Pleasant Valley. Violations of this policy will result in discipline up to and including termination.

Dated March 11, 2019

Approved by Town Board Ordinance No. 19-15-04