



CREDIT CARD PURCHASE POLICY

PURPOSE

The purpose of this Policy is to establish guidelines and procedures for the use of Town of Carlisle issued Credit Cards for Town purchases. Credit cards can be used to procure online goods, services, including pre-approved business travel expenses generated while engaged in job related activities away from the regular place of employment only when other means of procurement is not possible such as invoicing and payment through normal Accounts Payable process. Credit cards cannot be used for personal use, cash advances, (ATM or bank tellers), gift cards, legal services, alcohol purchases, entertainment or merchandise credit. This policy is not meant to circumvent the normal purchasing process where vendors bill the Town. If you are using your own personal credit card, please reference the Employee Expense Reimbursement Policy and Procedures.

APPLICABILITY

This policy applies to all departments of the Town of Carlisle.

USE OF PROCUREMENT CREDIT CARD

Town Credit Cards are to be used for Town purchases only. The only authorized holders of a Town of Carlisle Credit Card are the Town Administrator and the Superintendent of Schools. The card will be issued to any new Town Administrator or Superintendent shortly after hire and will be terminated immediately upon separation from service.

Town Credit Cards shall not be used for personal purchases of any kind. Use of Town Credit Cards for personal purchases or expenses with the intention of reimbursing the Town is prohibited and violators will be subject to disciplinary action including possible dismissal.

PLEASE REMEMBER THAT YOU ARE COMMITTING TOWN FUNDS EACH TIME YOU USE THE CREDIT CARD. The actual card holders are the person responsible for all charges made on the card. Misuse or fraudulent abuse may result in disciplinary action up to and including dismissal. Purchases may not exceed transaction limits assigned to the Credit Card without preapproval from the Town Administrator. It is your responsibility to know your funding limitations and restrictions.

Cardholders are responsible for the security of the card. When a Town Credit Card is received, it must be immediately signed and kept secure. Although the card is in the Card Holders name, it is the property of the Town and is only to be used for Town purchases. The card will have no impact on your personal credit.

Any incentive program benefits derived from use of the Town Credit Card shall be the property of the Town. The Town Administrator or School Superintendent will determine the use of any such incentive

program benefits.

Card holders shall sign the attached Cardholder Agreement as shown in Appendix A.

SALES TAX

Items purchased by municipalities are exempt from Massachusetts sales tax. It is the card holder's responsibility to notify the merchant that the Town of Carlisle is tax exempt. A copy of the tax exempt certificate is available through the Treasurer's office if necessary. The only taxes which will be paid is Hotel tax, Meals tax, Local tax, and Out of State tax.

RECEIPTS FOR ALL ITEMS YOU PURCHASE

Purchases are initiated using Town Credit Cards. Purchases must be within the budget and for an appropriate purpose. Detailed receipts are required for all purchases. Card Holders must submit the detail and signed receipts to the Accounting Office for payment, coded with the budgetary line item allocation. The accounting office may also initiate this payment process online.

All purchase made with the Credit Card must be paid for within the grace period so that no interest charges or penalties will accrue.

Lack of processing the necessary transaction into the Accounting Office or lack of proper documentation or authorizations may result in loss of Credit Card privileges and/or personal liability.

It is the responsibility of the Accounting Office to immediately query Department Heads if there is any suspected fraudulent activity on Town Credit Cards. It is essential that times and documentation requirements established by the credit card issuer be followed to protect the Town's rights in a dispute.

RETURNS

If a return or exchange is required, Department Heads shall verify that proper credit was received from the vendor and submit the appropriate paperwork to the Accounting Office to accompany the billing statement. In no case shall a cardholder accept cash in exchange for a returned item.

LOST OR STOLEN CARDS

Town Credit Cards must be secured. If a card is lost or stolen, contact ~~Treasurer's~~ the Accounting Office immediately.

Upon notifying the Accounting Office, the card will be immediately deactivated. If the card is reported lost or stolen and is later used, the merchant will decline. Prompt action in these circumstances is particularly important to reduce Carlisle's liability for fraudulent charges.

EFFECTIVE DATE

This policy was adopted in June 2024.



TOWN OF CARLISLE
CREDIT CARD POLICY CARDHOLDER AGREEMENT

I have read and understand the Credit Card Policy for the Town of Carlisle in conjunction with the Town's Employee Expense Reimbursement Policy and Procedures. I understand that the Town of Carlisle is liable to the financial institution for all charges made by me, as well as charges incurred by my designee(s).

I agree to accept responsibility for the protection and proper use of the credit card while it is in my possession. I understand that I am responsible for retaining all receipts for processing to the Accounting Office and that failure to provide receipts may result in a payroll withholding. I understand that I CAN NOT use the credit card for personal use even if the intent is to reimburse the Town.

I understand that any violations of this policy will result in disciplinary action. I understand that disciplinary action may result in TERMINATION of my employment with the Town.

Should I fail to use this credit card properly, I authorize the Town of Carlisle to deduct an amount equal to the discrepancy from my next payroll check. I also agree to allow the Town of Carlisle to collect any amounts owed by me even if the Town no longer employs me. If the Town initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all reasonable legal fees incurred by the Town in such proceedings.

I understand the Town may terminate my rights to use my credit card at any time for any reason. I agree to return the credit card to the Accountant immediately upon request or upon termination of employment.

Cardholder Name (print)

Cardholder Signature



**CREDIT CARD SIGN OUT SHEET
CARDHOLDER AGREEMENT**

Name of Employee: _____

Department: _____

Purpose of Request: _____

By signing this Agreement, you acknowledge that you have requested the sign out of a Town of Carlisle Credit Card and agree to comply with the following terms and conditions:

1. The credit card is provided to you based upon your need to purchase business-related goods and services in the course of your employment with the Town. The Town may revoke this card at any time, and for any reason.
2. The credit card is for business related purchases only. Any use of this card for purchases of a personal nature is strictly prohibited.
3. You are the only person entitled to use this card, and you are responsible for all charges made against it.
4. Any unauthorized use of this card will be considered an improper use of Town funds and will be subject to appropriate disciplinary action, up to and including termination.
5. This card must be used in accordance with all Town policies, procedures and guidelines which may from time to time be issued and amended.
6. You agree to return the card upon completion of your purchase along with appropriate documentation, including itemized receipts.
7. This card must be returned to its designated secure place immediately upon request and, in any event, upon your resignation, retirement or dismissal, at which time no further use of this card will be authorized.

As the holder of this card, you are responsible for its protection and safekeeping. If this card is lost or stolen, you are required to contact the Accounting Office immediately

Signature of Card Requester: _____

Date: _____

Town Administrator Signature: _____

Date: _____