

## **Town of Canandaigua Credit Card & Credit Account Policy and Procedure**

Adopted: December 21, 2020 by Resolution No. 2020-304

Policy: The Town Board of the Town of Canandaigua hereby authorizes the use of Town Board approved credit cards and credit accounts by employees for the sole use and benefit of the Town of Canandaigua. The purpose of the credit cards and credit accounts is to streamline and simplify the purchasing and payment process for certain transactions. Any and all purchases made with a credit card or on a credit account must be made in accordance with the procedures contained herein. Failure of an employee or elected official to adhere to the requirements and restrictions of this policy will result in appropriate disciplinary or remedial action.

### Procedure:

#### Establishing Credit or Securing a Town Credit Card:

1. Only the Town Board may approve the creation of a town charge account.
2. Prior to the establishment of a store credit card or store credit account, the Town Board shall, by resolution, approve the account, designate who has the authority to sign the contract between the retail business and the Town of Canandaigua, and who has authority to have access to the account.
3. On an annual basis, the Town Board will review, and if needed modify, this information.
4. The Department Manager shall be responsible for immediately notifying the store in writing when an employee is no longer authorized to use an account. A copy of this written notice must be provided to the Bookkeeper and the Town Board.
5. The Town Bookkeeper is responsible for maintaining all credit card information (including the information for reporting lost or stolen cards), a current list of charge accounts and a list of approved users.

#### Authorized Users:

1. Use of credit cards / credit accounts is restricted to current employees and elected officials.
2. Authorized users shall sign a statement indicating they have read and understand the Town of Canandaigua Credit Card & Store Account Policy.

#### Use of Credit Cards and Credit Accounts:

1. Store credit cards shall be kept in the Town Clerk's office vault or in the Highway Superintendent's office safe.
2. Upon approval from their department head, an authorized employee may sign out a store credit card or use a store credit account. The employee shall sign their name, the date, credit card name, and the time the card was signed out into the log book prior to using the store credit card.
3. Upon return from making a purchase, the credit card shall be returned to the Town Clerk's or Highway Superintendent's office and the employee shall note in the log book the amount spent, and the date and time the card was returned.
4. The receipt for all purchases shall be returned to the Town Clerk's or Highway Superintendent's office the same business day or within 24 hours. The person making the purchase shall sign the receipt and return the receipt to the Dept Head.
5. The Dept Head must review the receipt to insure only approved items have been purchased. Once approved and within 24 hours, the Dept Head must sign and date the receipt and submit the receipts to the Town Bookkeeper.
6. The Town Bookkeeper is responsible for reconciling the receipts with the billing statement.

### Compliance with Credit Limits and Procurement Policy:

1. A credit card / credit account may be utilized to make purchases up to the amount authorized for expenditures without prior Town Board approval and in accordance with the Town's Procurement Policy.
2. Under no circumstances will purchases be permitted which exceed the credit limit imposed by the store.

### Limits and Restrictions:

1. The credit card / credit account shall not be utilized for items of personal use, amusement or entertainment purposes, alcoholic beverages, or any product, service, or fee that would not be authorized pursuant to the purchasing policies adopted by the Town of Canandaigua.
2. An employee who makes an unauthorized purchase will be liable for and must pay the Town of Canandaigua the total dollar amount of such unauthorized purchases, plus any finance charges or administrative fees charged by the store in connection with the misuse.
3. Appropriate administrative or judicial actions will be taken by the Town of Canandaigua to recoup such costs, if necessary.

### Lost or Stolen Cards:

1. Employees are responsible for safeguarding the card while in their possession.
2. Lost or stolen cards shall immediately be reported to the department head and Town Bookkeeper.
3. The Town Clerk and the Town Highway Superintendent are responsible for immediately notifying the credit card company, both verbally and in writing, as well as the Town Bookkeeper, and the Town Supervisor.

### Bill Payment:

1. At no time shall a store receipt be entered into the accounting system for payment without the monthly billing statement from the store company, unless a particular store does not mail a monthly statement to the Town.
2. Upon reconciliation of store billing statements against the sales receipts, the Bookkeeper, Town Clerk, or Highway Superintendent shall then enter the invoice amount into the Town's accounting system.
3. The billing statement and corresponding receipts shall be attached to the printed voucher.
4. The billing statement, receipts, and voucher will be submitted for Town Board review and approval.
5. All balances shall be paid in full by the Town on or before the date due.
6. At no time shall the Town of Canandaigua incur finance charges as a result of failure to pay a credit card bill in a timely manner.

**List of Credit Cards As of 2.2015:**

- WalMart
- Wegmans
- Tractor Supply
- Lowes

**List of Authorized Users of Credit Cards & Credit Accounts:**

- Assessor or designee
- Director of Development or designee
- Town Clerk or designee
- Town Supervisor or designee
- Historian
- Highway & Water Superintendent or designee
- Director of Parks and Recreation or designee

**List of Credit Accounts As of 2.2017:**

- HEP
- Shortsville Auto Parts
- Sherwin Williams
- Auto Value Finn's Auto
- Mayflowers Gardens
- Northern Nurseries