

**TOWN COUNCIL OF CENTREVILLE
RESOLUTION 12-2024**

**A RESOLUTION OF THE TOWN COUNCIL OF CENTREVILLE TO ADOPT A
CREDIT CARD POLICY FOR TOWN EMPLOYEES**

WHEREAS, the Town Council of Centreville recognizes the need to set policy for the purposes of credit card usage by Town employees;

WHEREAS, the Town Council of Centreville concurs with the recommendations of this Resolution:

BE IT RESOLVED BY THE TOWN COUNCIL OF CENTREVILLE:

Section 1. The Town Council of Centreville approves the Credit Card Policy attached hereto as "Exhibit A."

Section 2. The date of passage of this Resolution is _____.

ATTEST:

THE TOWN COUNCIL OF CENTREVILLE

R. Gaye Adams, Town Clerk

Ashley Heffernan Kaiser, Esq., President

Eric B. Johnson, Jr., Vice President

Daniel B. Worth, Member

Jim A. Beauchamp, Member

Jeffrey D. Kiel, Member

Title: Credit Card Policy	Resolution:
Approved:	Revised:
Policy #: 300-201	Form(s): 300-201-A, 300-201-B

Credit Card Policy

1. Objective

To establish guidelines for all employees who are issued a Town credit card. This policy specifies expectations and procedures for the issuance, application, use, safeguarding, payment, and termination of the Town credit card issued to Town of Centreville employees.

2. Eligibility and Approval

a. Eligibility - The Town maintains a Town credit card program for full-time and part-time employees who will regularly incur business expenses. To be eligible, the employee must travel frequently in the course of their duties, purchase significant volumes on minor goods and services for use by the Town, or frequently incur other business-related expenses of a kind appropriately paid by credit card.

b. Approval - Eligible employees may apply for a Town credit card but must obtain prior, written approval from their supervisor using the credit card application (Form 300-201-A).

3. Procedures and Policy

a. Use and Financial Responsibilities - The employee agrees to comply with all the applicable policies and procedures of the Town and this Credit Card Policy. The Town credit card is to be used ONLY for official business expenditures, not personal expenses.

b. The cardholder is responsible for ensuring that the credit card purchases are within budget and properly approved. The Town will pay for the total balance by the payment due date each month for each company-approved charge by the cardholder.

c. Any rewards or points earned will be redeemable by the Town and not the individual cardholder.

4. Credit Spending Limits

a. The credit limit will be set on a case-by-case basis and determined by the Finance Officer on a basis of need and budget.

5. Credit Card Statements

- a. Credit card statements and expenditures must be sent to the Finance Department for review. If the credit card expenditures are not received within fifteen (15) days of the due date, a reminder will be sent of their obligations under this policy. Continued or repeated non-conformance to the Policy can result in cancellation of the card and/or such other actions as appropriate.

6. Receipts and Expense Reports

- a. Cardholders must maintain physical proof of each credit transaction with the Town credit card and provide an itemized receipt when practicable. A failure to provide receipts or credible explanation for any transactions could result in a debit of the cardholder's salary, forfeiture of right of reimbursement, and other disciplinary action.
- b. Credible transactions should contain the following information when appropriate: date of purchase, vendor name and address, quantity, unit price, grand total of expenditures.
- c. Expenses must be submitted to the Finance Department within thirty (30) days from the time the expense was incurred.
- d. Lost Receipts – if an employee has lost or is not able to obtain a copy of a receipt, the employee must complete the Missing Receipt Affidavit (form 300-201-B).

7. Credit Card Violations and Consequences

- a. Credit card violations may include, but are not limited to, obtaining cash advances or for other expenses than those incurred by the assigned employee named on the card, charging personal transactions to the Town credit card, allowing unauthorized users to use the Town credit card, exceeding the credit limit, failing to promptly return the credit card when a cardholder is reassigned, terminated, or any terms determined at the discretion of the Town.
- b. Cardholder transactions will be examined to ensure compliance with the policy.
- c. Violation of this policy, or to any Town policy that may apply to this credit card policy, could result in cancellation of the card and withdrawal of Town credit card privileges.
- d. Violating this policy may result in disciplinary action against the employee up to and including termination. In all cases of breach, the Town will consider the facts and circumstances of each incident and will take appropriate action.

- e. The Town reserves the right to recover any monetary considerations from the cardholder.
- f. Internal and external audits of cardholder purchases may be carried out from time to time at the discretion of the Town.

8. Ownership and Cancellation of the Credit Card

- a. The Town credit card may not be transferred, assigned to, or used by anyone other than the designated cardholder.
- b. The cardholder is accountable for all activity on the Town credit card.
- c. The Town may suspend or cancel cardholder privileges at any time for any reason.
- d. The cardholder will forfeit the credit card upon request to the Town or any authorized agent of the card issuer.
- e. The credit card will be returned to the Card Administrator upon any notification of resignation and the cardholder must reconcile all expenditures on the credit card since the last credit card statement.
- f. It is the responsibility of the departing cardholder to ensure that the account is settled prior to departure.

9. Disputed Items

- a. It is the cardholder's responsibility to follow up on any erroneous charges, returns, or adjustments to ensure proper credit is given on subsequent statements.
- b. Disputed transactions must be resolved with the card issuer and the bank by the cardholder. The cardholder must notify the bank immediately for resolution and the appropriate agent in the Town should be informed as well.

9. Protecting the Credit Card

- a. Lost or stolen credit cards must be reported immediately to the Card Administrator. The Card Administrator must be notified within two (2) business days of this activity.

10. Safekeeping

- a. Newly issued cards should be signed immediately by the cardholder upon receipt.
- b. When using the credit card for approved internet transactions, care should be taken that the site utilizes recognized encryption technology. Card numbers should not be saved or stored in online accounts.
- c. When the Town card has expired and/or cardholder has received a new Town card, the cardholder should cut the card in half and discard it.

DRAFT



Town of Centreville

Application for a Town Credit Card

Employee Name: _____

Position: _____

Justification of the need for a Town credit card:

I understand and agree that:

- I bear ultimate responsibility for the security of the Town credit card.
- I will not use the Town credit card to withdraw cash.
- I will not use the Town credit card for personal expenses and will use it only for official business on behalf of the Town of Centreville.
- If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the Town of Centreville to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.
- If the Town credit card is lost or stolen, I will report it immediately to the Credit Card Administrator.
- If I resign from the Town of Centreville, I will return the card with a final reconciliation of all expenditures prior to departure.

Employee signature: _____

Date: _____

Supervisor's signature: _____

Date: _____

Town Manager's signature: _____

Date: _____

Finance Section:

Finance Officer Signature: _____

Date: _____

Approved Credit Limit: _____



Town of Centreville Missing Receipt Affidavit

I hereby certify that receipt(s) for the below listed items have been lost, and I am unable to obtain a copy of the receipt(s) from the issuing firm(s) (airplane, travel agent, hotel, restaurant, etc.)

I am therefore requesting that I be allowed to submit this Affidavit certifying that I have made every reasonable effort to obtain a copy of the receipt(s) in question.

Print receipt detail(s) including issuing firm(s), total amount, and date of transaction:

I further certify that I have not requested and/or will not receive reimbursement from any other funding source for the missing receipt(s).

Signature of Cardholder

Date

Signature of Supervisor/Dept. Head

Date