CREDIT CARD POLICY FOR PURCHASING

PURPOSE: Credit cards, provide a convenient method of obtaining goods and serves for the Borough below the Borough Code bid limit thresholds. They also provide security from unauthorized purchases and fraud.

CARD HOLDER AND LIMITS: The Borough council will determine which officers and employees of the Borough will be authorized to use a Borough credit card and will establish appropriate limits for each purchase and the total credit limit for each card. Cards will be issued in the name of the Borough.

CREDIT CARD USE: Credit cards issued under this policy may only be used by authorized employees to conduct Borough business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the Borough’s authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Employees may also be subject to disciplinary action for the misuse of a Borough credit card, up to and including termination.

SECURITY: Authorized credit card users are responsible for the card’s protection and custody and shall immediately notify the Borough Manager and the Treasurer. They in turn will notify the Credit Card Company or bank if the credit card is lost or stolen.

DOCUMENTATION: Each month, with the submission of the credit card bill to the treasurer, authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and for the official business which it was purchased. For over-the-counter purchases, documentation will include the invoice and customer copy of the receipt. For internet purchases, documentation will include a copy of the receipt and order confirmation page. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor.