

Town of Bristol
CREDIT CARD POLICY

PURPOSE: Credit cards provide a convenient method of obtaining goods and services for the Town. However, by their nature, credit cards provide opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting Town business.

CARDHOLDERS AND LIMITS: The Selectboard will determine which Town officers and employees are authorized to use a Town credit card and will establish an appropriate credit limit for each card. Cards will be issued in the names of the authorized individuals (see Appendix A). All credit card purchases must comply with the Town's purchasing policy. Employees of the Treasurer's office may not be cardholders.

CREDIT CARD USE: Credit cards issued under this policy may only be used by the assigned cardholder for official Town business. Personal purchases, cash advances, or transactions that exceed the authorized spending limit are strictly prohibited. Cardholders who make unauthorized purchases or cash advances will be held personally responsible for the full amount, including any administrative fees charged by the bank. Misuse of a Town credit card may result in disciplinary action, up to and including termination of employment

DOCUMENTATION: After each use, cardholders must submit all receipts to the Treasurer's Office. The following are preferred receipts:

- Over-the-counter purchases: Submit the customer copy of the charge receipt.
- Internet purchases: Submit a copy of the receipt and the order confirmation page.
- Telephone purchases: Submit a faxed or emailed copy of the receipt from the vendor.

The cardholder must include the following information on all receipts. The Treasurer's office will provide a stamp that can be used to simplify this process.

- Account name
- Account code
- Approval signature/initials
- Date of approval
- Amount to pay

The Treasurer's office will then review the purchase to ensure that it is a Town-related purchase and is within the budget and policy limits.

Failure to follow this process in a timely manner may result in suspension of credit card privileges until the issue is corrected.

EXCEPTION HANDLING: If unauthorized or personal charges are identified, the Treasurer notifies the cardholder and the Town Administrator immediately. Repeated or serious violations may result in suspension or revocation of credit card privileges, and disciplinary action up to and including termination.

SECURITY: Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Treasurer, Selectboard, and the credit card company if the credit card is lost or stolen.

SEPARATION: Prior to separation from the Town, the employee will surrender any credit card they have signed out to the Treasurer's office or the Selectboard.

The foregoing Policy was adopted by the Selectboard of Bristol, on the 8th day of September, 2025
