

MODEL DEBIT CARD POLICY

Town of Peacham

PURPOSE. Credit cards provide a convenient method of obtaining goods and services for the Town. However, by their nature, credit cards provide an 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.

CARD HOLDERS AND LIMITS. The Selectboard or treasurer will determine which officers and employees of the Town will be authorized to use a Town debit card. The Selectboard will establish appropriate limits for each purchase and the total credit limit for each card which is to be consistent with the Town of Peacham Purchasing Policy. Cards will be issued in the names of authorized officers and employees.

DEBIT CARD USE. Credit cards issued under this policy may only be used by the named cardholder to conduct Town business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the cardholder'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 be subject to disciplinary action for misuse of a Town credit card, up to and including termination.

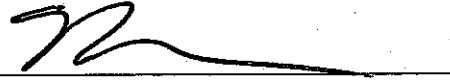
SECURITY. Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Selectboard chair, treasurer and the credit card company or bank if the credit card is lost or stolen.

DOCUMENTATION. After each purchase, with submission of the receipt of purchase to the treasurer by the start of the following week of business, authorized debit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the invoice and customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order conformation page. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor.

SEPARATION. Prior to separation from the Town, the cardholder will surrender the debit card to the Selectboard chair or treasurer.

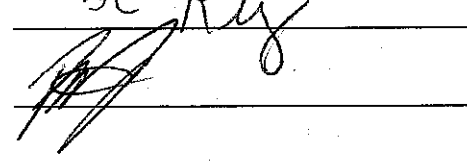
The foregoing Policy is hereby adopted by the Selectboard of the Town of Peacham, Vermont, this 16th day of October and is effective as of this date until amended or repealed.

Authorized user



Treasurer

Selectboard members

Be Rij


Chairperson

