

## **TOWN OF SOUTHBOROUGH CREDIT CARD POLICY AND PROCEDURES**

The Town credit card is only to be used in the following situations:

- Hotel reservations when the only means of reserving a room is with a credit card;
- Airline reservations;
- Emergencies that are of a public safety issue;
- Purchases that CANNOT be made through any other means.

The credit card is not to be used as a normal means of procurement. It can only be used as a last resort where no other method of payment is acceptable. Due diligence in the proper planning of purchasing must still be applied. If a vendor will invoice the Town or if a check can be issued within the normal warrant process, that method must still be used.

**\*\*Only department heads can make purchases with the credit card. Please DO NOT give out the credit card or credit card number to your staff. All purchases must be pre-approved by this office. Simply charging something to the credit card without prior approval will result in a loss of privilege of using the credit card.**

### **PROCEDURE**

Before Purchase:

1. All purchases must be approved by the Town Accountant. Since the credit card bill comes to my office for payment it is important that I can reconcile the amount due with the receipts I have from the departments.
2. Complete the credit card form with the amount, description, account number, signed by the department head. This will serve as the payment request form for paying the credit card bill.
3. Fill out the log. If taking physical possession you will sign the card out and sign it back in.

After Purchase:

1. Submit the original invoice that shows the item purchased and submit the original credit card receipt. This must be submitted within three days of purchase so that I can pay the bill.
2. A copy of the credit card form will go back to the department for tracking and reconciling purposes.