TOWN OF MONKTON, VERMONT
CREDIT CARD POLICY
ADDENDUM TO PURCHASING POLICY

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 will determine which officers and employees of the Town will be authorized to use a Town credit card and will establish appropriate limits for each purchase. Credit cards will not be issued in the names of authorized officers and employees.

CREDIT CARD USE. Credit cards issued under this policy may only be used to conduct Town business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the officer's or employee's established limit as outlined in the Purchasing Policy. Authorized officer and employees who make unauthorized purchases or advances will be liable for such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Authorized 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, Town Administrator and Treasurer immediately if the credit card is lost or stolen. The credit card will be returned to the Treasurer, along with all receipts, by the next business day, following the use of the card.

DOCUMENTATION. Accurate 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 must be maintained by anyone authorizes to use the credit card. 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 confirmation page. For telephone purchases, documentation will include an emailed copy of the receipt from the vendor.

SEPARATION. Upon termination of employment the Treasurer will remove their name as an authorized user.

Approved on this 13th day January, 2026

Jessica Demeritt, Chair _____

Walter Crandall, Vice Chair _____

Sam Peisch, Secretary _____

Joe Szarejko _____

John Dunham _____