TOWN OF SCHROON

CREDIT CARD POLICY

Adopted by the Town Board of the Town of Schroon on October 7, 2024

PURPOSE

The Town of Schroon has adopted this policy to establish criteria handling the Town of Schroon Credit Card

SCOPE

This policy is the standard that applies to all current and future credit cards obtained by the Town of Schroon for official use only

POLICY

1. Allowances

    i. Obtain one (1) credit card through Glens Falls National Bank.

    ii. **ALL PURCHASES ARE SUBJECT TO FOLLOWING THE TOWN'S PROCUREMENT POLICY AND PROCEDURES.**

2. Restrictions

    i. Card to be held by the Supervisor/Clerk to the Supervisor and kept in the walk-in safe. Card will not be given to any employee or person.

    ii. Ordering will only be done by the head of each department or someone assigned by the department head. When requested, orders may also be placed by the Clerk to the Supervisor.

    iii. Credit card is to be used to purchase items (or specialty services) found at retailers (i.e. Amazon) other than store accounts currently held by the Town.

    iv. Accounts will be set up with the clerk-supervisor@townofschroony.gov email so the clerk is aware of all purchases being made.

    v. It is the responsibility of department head to let the Clerk to the Supervisor know when an order has been placed and delivered or if items were not delivered, orders canceled or items returned.

    vi. To ensure that the Town is not billed interest all monthly invoices will be paid via a Post Audit check from each purchasing department.

AMENDMENT

The Town of Schroon reserves the right to amend this policy from time to time by town board resolution.