

 <p style="text-align: center;">THE TOWN OF Holly Springs</p> <p style="text-align: center;">Administrative Rules Manual</p>	ARM #: FN -- 04.1 Credit Card Purchases	
	Prepared By: Name – Department --	Drew Holland Finance
After filling out the ARM Form Header, UNLOCK the document before continuing to fill out the body. Instructions for unlocking a form are included in the text of AD-01.	Supersedes: Old Old Effective Date --	FN -- 04 11/21/2002
	Effective Date:	8/11/2008
	Date Approved by Manager:	8/11/2008

Purpose:

To implement procedures to encourage and promote responsible, efficient, ethical and legal utilization of Town authorized Credit Cards.

Scope/Coverage:

This Administrative Rule, upon approval by the Town Manager, shall be applicable to all employees and departments. This Credit Card Use procedure shall remain in effect until such time that it is altered, modified, or rescinded by the Town Manager.

Administrative Rule:

Town authorized Credit Cards are to be used for travel purposes and when a check, cash or payment on account is not available.

Procedure:

Steps for using Town authorized Credit Cards:

1. Purchase requisition procedures apply to all credit card purchases \$1,000.00 and over, and must be completed before purchase is made.
2. Card may not be used for purchases that can be made on account or paid by cash or check.
3. Department Head is ultimately responsible for all credit cards used in their department.
4. Receipt must be kept for all credit card purchases. Employee may be personally liable for purchases not having a receipt.
5. Monthly statement must have all receipts attached and approved by department head and turned in to the Finance Department within three working days for prompt payment. Departments that do not have statements to Finance in time for payment may have to absorb late fees.
6. Failure to comply with these procedures will result in losing your Department's use of credit cards and possible disciplinary action.
7. In case of emergency a credit card can be checked out from the Finance Department for another department's use. All receipts must be coded, approved and turned in with the card immediately after its use.
8. All employees issued or using a credit card must sign an acknowledgement form (Attachment A) recognizing their responsibility to comply with the Town's credit card policy.
9. No personal expenditures are allowed by employees with the credit cards, even if the intent is to re-pay the Town at a future point. Any non-approved purchase which is made contrary to the credit card policy shall be charged to the individual who made the purchase,

and such individual shall be liable for the non-approved purchase and shall re-pay the Town for such charge and any service fee which may accrue within 3 business days upon their return to work. Any such charge that must be returned to the Town by the employee may, at the option of the Town, be done through payroll deduction.

10. Roughly 15% or less of the total bill can be used as a gratuity amount on a Town credit card. Personal money should be left if you desire to leave a higher gratuity percentage.
11. Any employee who is issued a credit card shall immediately notify the Director of Finance (or designee) if such card is lost, stolen or suspected of identity theft.
12. Appropriate documentation should be acquired when making internet purchases (i.e. order confirmation and invoice receipt showing prices and charges)
13. Whenever a credit card is misused or the policies and procedures violated, the appropriate disciplinary action(s), up to and including termination will be taken depending on the nature of the incident.
14. An employee or official who is issued a credit card shall return the credit card to the Finance Department immediately upon termination of his or her employment.

End of Administrative Rule No. FN-04.1

Approved by the Town Manager, Town of Holly Springs, this the 11th day of August, 2008.

ATTEST:

Joni Powell, Town Clerk CMC

Carl G. Dean, Town Manager

(Town Seal)