



Credit Card and Gas Card Policy

PURPOSE:

To establish procedures and guidelines for using Town issued credit cards and gas cards to purchase materials, supplies, fuel, and/or services by electronic means on behalf of the Town of Wendell.

SCOPE:

Town issued credit cards and gas cards should only be used when:

- a. Making purchases for materials, supplies, fuel and/or services that are for the official use of the Town of Wendell only;
- b. Making purchases for materials, supplies, fuel and/or services that cannot be paid by means of an official check;
- c. Making purchases for materials, supplies, fuel and/or services online or directly (in-person)
- d. Town issued credit cards and gas cards will be assigned to employees who have direct authorization to make purchases using this method as approved by the Town Manager and Finance Director.

PROCEDURE:

To ensure the process operates efficiently and within an acceptable internal control structure, a timely response to each of the following elements is required:

1. Use of Town issued Credit Cards and Gas Cards
 - a. All purchasing rules and procedures, to include pre-audit requirements in accordance to NC Administrative Code 20 NCAC 03.0409, shall apply when making purchases for materials, supplies, fuel and/or services on behalf of the Town by the means of a Town issued credit card or gas card;
 - b. Town credit cards and gas cards are to be used for Town business only. The use of the credit or gas card to acquire or purchase materials, supplies, fuel and/or services other than for official

business is strictly prohibited;

- c. The cardholder is responsible for maintaining all vendor receipts and/or records until such time as the receipts/records are due to the Finance Department;
- d. The cardholder is responsible for all purchases made on the assigned card regardless of who used the card; *unless* the card was used in a fraudulent manner after loss or theft.
- e. Town credit cards and gas cards should not be shared and cardholders should not delegate use of the card to another employee without proper approval from the Town Manager.

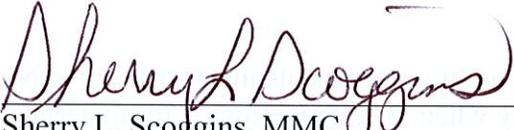
2. Procedure for Payment/Disbursement for Credit Card and Gas Card Charges

- a. Each department shall ensure that sufficient funds are available to pay for one month or more of anticipated purchases made using this method;
- b. The cardholder must submit itemized receipts to match the monthly credit card statement. If a receipt has been lost, the cardholder must make a diligent attempt to obtain a duplicate receipt from the vendor. In the event a receipt cannot be located, a detailed description in a memo format must be submitted for processing. The Finance Department has the right to seek reimbursement from an employee for undocumented and/or unauthorized purchases.
- c. The cardholder shall submit all receipts to the Finance Department attached to the monthly statement no later than a week after the monthly statement is received.
- d. The Finance Department will then review all receipts to ensure compliance with all purchasing and pre-audit requirements and mandates. Once confirmed, the Finance Department will apply charges to the appropriate line item(s) and process the payment to the credit card or gas card vendor.

Duly adopted by the Wendell Town Board of Commissioners this 11th day of June 2018 while in regular session.


Virginia R. Gray, Mayor

ATTEST:


Sherry L. Scoggins, MMC
Special Asst. to the Manager & Town Clerk

