

POLICY NO. 2019-7
CREDIT CARD POLICY FOR THE VILLAGE OF INNSBROOK, MISSOURI

PURPOSE. Credit cards provide a convenient method of obtaining goods and services for the Village of Innsbrook. 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 Village of Innsbrook business.

CARD HOLDERS AND LIMITS. The Board of Trustees will determine which officials and employees of the Village of Innsbrook will be authorized to use a Village of Innsbrook credit card and will establish appropriate limits for each purchase and total credit limit for each card. Cards will be issued in the name of the authorized officials and employees.

CREDIT CARD USE. Credit cards issued under this policy may only be used by the named cardholder to conduct Village of Innsbrook business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized purchase or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Employees may be subject to disciplinary action for misuse of the Village of Innsbrook credit card, up to and including termination. In the event that a personal purchase is made by an authorized user of the card, user shall make the Board of Trustees aware of the purchase and reimburse the Village prior to the billing due date.

SECURITY. Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Board of Trustees and the credit card company and/or bank if the credit card is lost or stolen.

DOCUMENTATION. Each month, upon receipt of the credit card bill, authorized credit card users shall submit 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. 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 a faxed or emailed copy of the receipt from the vendor.

Tax exempt letters must be submitted to the vendor at the time of the purchase to ensure the Village of Innsbrook does not pay tax on exempt purchases. This may require additional documentation during the purchase process. It is necessary that the Village of Innsbrook conform to this requirement.

Credit card billing statements shall be presented to the Board of Trustees monthly for review and approval.

SEPARATION. Prior to separation from the Village of Innsbrook, the cardholder will surrender the credit card to the Board of Trustees.

The foregoing policy is hereby approved and adopted by the Board of Trustees of the Village of Innsbrook, Missouri this 11th day of June, 2019 and effective immediately.

Jeffry S. Thomsen, Chairman
Village of Innsbrook Board of Trustees

Attest:

Carla Ayala
Village Administrator/Clerk

(seal)

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