

POLICY ID: <i>FIN-008</i>		TITLE: <i>Disposition of Credit Card Reward Points and Other Vendor Incentives</i>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION EFFECTIVE DATE: <i>Immediate</i>		APPROVED BY VILLAGE BOARD: DATE: <i>May 27, 2014</i>	
APPLIES TO: <input checked="" type="checkbox"/> FLSA EXEMPT		<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES		<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

Purpose

To better manage the benefits provided by the Village's credit card cash rewards policy, and other minor vendor rewarded items, this policy is hereby adopted. It shall cover the current and any future credit card cash or reward policies offered by a credit card company that issues a credit card in the Villages name to any employee as part of their employment. As some rewards are only available for a limited time, or expire after a certain time has occurred, this policy is also to ensure that usable assets are not forfeited due to lack of action on the part of the Village staff. This policy shall also cover items that are presented to the Village as part of a purchase as a reward, such as when an item of value is provided to the Village because the Village fulfilled a redemption or reward program threshold.

Procedure

Specifically the Village will do the following:

- The Village ~~Treasurer~~ Account Clerk will from time to time review the accumulated reward points that are associated with all of the Village credit cards, noting point levels and dates of when the points expire.
- Prior to points expiring on any credit card, the Village ~~Treasurer~~ Account Clerk will inform the Village ~~Administrator~~ Treasurer that ~~he/she wishes to cash in the accumulated points on the Village's credit card, informing the Administrator of the amount of points that he/she wishes to cash in and for the item that is being purchased with accumulated points they will be redeeming the reward points on the next statement.~~
- ~~The first preference for any items purchased with accumulated points shall be cash or cash equivalents, such as a gift card with a company that the Village currently does business, such as an office supply store for example.~~
- ~~If the Village Treasurer receives cash or a cash equivalent gift card, the Village Treasurer will receive this as a miscellaneous income of the Village, and utilize the cash equivalent gift card to offset the various bills of the Village.~~
- ~~If the Village Treasurer can only receive a non-cash equivalent item, then the Village Treasurer at the next regular meeting of the Administrative Policy Committee (APC), will randomly draw a name from all of the full and part-time employees, excluding elected officials, and award that employee the item at his or her earliest convenience.~~
- ~~For items that are presented to the Village as part of a vendor redemption program, such as when an item is awarded for purchasing so much in office supplies, those items will also be presented to the Village Treasurer for disposal the same way as described in the preceding paragraph.~~