

VILLAGE OF THORNTON CREDIT CARD USE POLICY

PURPOSE

This policy has been adopted to establish the procedures to facilitate and safeguard the credit card program for the Village of Thornton (the Village). This policy intends to accomplish the following:

- a. Establish relevant and appropriate internal controls over the credit card program, ensuring cards are only used for authorized purposes.
- b. Relieve the Village of legal liability from inappropriate use of Village credit cards.
- c. Provide a convenient, efficient, and cost-effective method of purchasing from vendors.
- d. Verify payments for purchases are made on a timely basis to minimize finance charges.

Only authorized Village personnel may use a credit card issued in the name of the Village.

Any Village employee found guilty of illegal or unauthorized use of a Village credit card (intentional or not) may be subject to the penalties allowed by law and/or disciplinary action, up to and including termination.

GENERAL INFORMATION

The Village credit card is a tool for designated Village personnel to use when making low-dollar purchases for official business needs.

CARDHOLDER RESPONSIBILITIES

- a. Ensure that the credit card is used in compliance with the Village's Credit Card Use Policy and Purchasing Policy. For such purposes, all Village personnel issued a credit card shall execute the Credit Card Holder Agreement attached to this policy.
- b. Village personnel issued a credit card must provide the Village Treasurer a photocopy of the front and back of the credit card, shall be responsible for its safekeeping, and must immediately notify the Village Treasurer if their issued card(s) is lost or stolen.
- c. A Village credit card can only be used for the purchase of goods and services only for official business purposes of the Village.
- d. Village credit card users must notify vendors that the credit card transaction is tax exempt from Illinois Sales and Use taxes if the card is being used for a purchase in the state of Illinois.
- e. The credit card is not allowed to be used for accessing cash, cash advances, personal use, or any other type of personal purchase.

- f. Credit card rewards may only be redeemed for use toward official Village expenses and require prior approval by the Village Administrator or the Village Treasurer.
- g. All purchases made with a Village credit card must be reported with receipts and appropriate documentation detailing the goods or services purchased, cost, date of purchase, and the business explanation for the purchase.
- h. All documentation referenced in paragraph f. shall be submitted to the Accounts Payable Department in a timely manner to reconcile against each monthly credit card statement.
- i. Each credit card may only be used by the personnel to whom it is officially issued, unless written or emailed consent is obtained from the cardholder prior to use by another Village employee.
- j. Any credit card in the possession of Village personnel must be immediately surrendered to the Village Treasurer upon termination of appointment or employment. The Village reserves the right to withhold final payroll checks and payout of accrued leave until any card(s) is surrendered.

RETURNS, CREDITS, OR DISPUTED ITEMS
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- a. Any item purchased with a Village credit card must be returned for credit. Cardholders are not to accept a refund in cash. A receipt for the credit must be obtained like any other purchased documentation.
- b. The card user is responsible for following up with the merchant on any erroneous charges, disputed items or returns as soon as possible. Disputed billings can result from failure to receive the goods charged, defective merchandise, incorrect amounts, duplicate charges, or credits not processed.
- c. Any problems with items purchased with the card should first be resolved with the supplier who provided the item.

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Cardholder Agreement

Credit cards issued in the name of the Village of Thornton are only to be used for the official business of the Village of Thornton. Each credit card may only be used by the personnel to whom it is officially issued, unless written or emailed consent is obtained from the cardholder prior to use by another Village employee. Each credit card is to be used in accordance with the provisions set forth in the Credit Card Use Policy. Violations of the policy will result in revocation of use privileges and will commence appropriate and relevant penalties and disciplinary action, up to and including termination.

ACKNOWLEDGEMENT

I acknowledge receipt of the Village of Thornton's Credit Card Use Policy. I have read and so understand the policy in its entirety and agree to abide in all respects with the policy.

I further understand that my use of the credit card is subject to revocation if I fail to act in accordance with the policy.

I also understand that if I engage in fraudulent misuse of the policy I will be held fully responsible for repayment of these funds and may face employment termination, censure, and other legal actions.

Printed Name

Signature

Date