



James M. Kreidler, Jr.  
Town Administrator

OFFICE OF THE BOARD OF SELECTMEN  
272 Main Street, Townsend, MA  
Wayne Miller, Chairman  
Don Klein, Vice-Chair  
Veronica Kell, Clerk

POLICY #3-2015  
REVISED September 1, 2020

BOARD OF SELECTMEN

### USE OF CREDIT CARDS

#### STATEMENT:

The use of cash accounts with vendors is difficult for the Town of Townsend to manage and control. For this reason, the Town hereby establishes this policy governing the use of credit cards by Town departments.

#### TYPES OF CREDIT CARDS:

- Restricted cards: Major Credit Cards (Master Card, Visa, Discover etc.) are only allowed to be held by the Town Accountant and all usage must be coordinated with the Town Accountant.
- Permitted cards: Vendor-specific Credit Cards (Lowes, Home Depot, Staples etc.) are allowed to be held at the departmental level.

#### TERMS OF USE:

The maximum limit (total) to be charged by any department shall not exceed \$1,000.00 per fiscal year unless authorization is received by the Town Accountant. Unless approved in advance by the Town Accountant, charges shall not exceed the budgeted amount

Only items for direct use of the department in pursuing departmental operations are allowed.

No charges shall be incurred for personal use by town personnel authorized to use said credit card.

#### TERMS OF PAYMENT:

Credit card invoices will be processed for payment when received. Late charges will not be tolerated and will result in loss of use.

#### RETURNS:

Any item charged on a credit card and returned to the vendor will be explained on a "Returned Merchandise Form" which will contain the following information.

1. The name of the Vendor to which the item was returned
2. The date of purchase and the date of the return
3. The reason for the return of merchandise

All credit card reimbursements will be made in the form of a credit to the card account.


**LOSS OF USE:** The following shall result in loss of privileges:

1. Use of card to make personal purchases or to purchase items other than for the use of the department.
2. Incurring late charges

**CONTROLS:**

The credit card(s) is the responsibility of the Town Accountant and under his/her direct control.

ADOPTED BY THE BOARD OF SELECTMEN ON September 1, 2020

  
Wayne Miller, Chairman

  
Don Klein, Vice-Chair

\_\_\_\_\_  
Veronica Kell, Clerk