

# TOWN OF STOWE CREDIT CARD PROCEDURE

Purpose: To provide for efficient and effective use of and accounting for Town credit cards.

1) **Paid In Full**

In order to avoid late payment fees all credit card charges must be paid in full each month.

2) **Documentation**

Receipts & invoices must be submitted for each transaction.

\*For Amazon orders, it is very important that you submit the emailed “Shipped” notifications.  
Many single Amazon orders have multiple ship dates resulting in multiple charges to the account.

3) **Official Use Only**

Town credit cards must only be used for Town business. Personal charges on Town credit cards are not permitted.

4) **Taxes**

The Town does not pay sales tax (the Town does, however, have to pay Rooms & Meals Taxes). Vendors can be given a copy of our Vermont Sales Tax Exemption Certificate as needed to make certain that sales tax is not added to any transaction.

5) **Meals**

Detailed receipts that show the complete itemized list of all food & beverages must be obtained for all restaurant charges. The Town will not pay for alcoholic beverages or tobacco products. A reasonable gratuity (15–20%) may be included with Town credit card meal charges.

6) **Travel**

Please notify the Treasurer three (3) days before leaving on any out of State trip in order to ensure you will have no trouble using the card.

7) **Hotels**

Only charges for “Room and Taxes” may be placed on Town credit cards. Incidental charges & amenities (such as movies, room service, etc) must not be placed on Town Cards.

8) **Card Storage**

Town Credit Cards, when not in immediate use, shall be stored under lock & key at the department headquarters.

If the card is ever lost or stolen, please contact the Treasurer immediately. Never make copies or written records of the card numbers for potential future use.

9) **Processing and Submission for Payment**

In order to assure timely payment and to avoid late charges, the Finance Office shall forward Credit Card statements to Department Heads as soon as possible after being received at the Town Hall. Accordingly, in order to be included on the next warrant, statements must be returned to the Finance Office by noon on the Wednesday preceding the next Select board meeting. Statements not submitted by this time will not be included on the warrant for Select board approval and the Department will be charged the interest and penalties assessed by the card company.

Before returning statements to the Finance Office, Department Heads shall confirm that

documentation for each purchase indicated on his or her statement is present and attached. Receipts must be organized and subtotaled by individual expense account. Department Heads must further confirm that the grand total for all expense accounts equals the statement total due.

The Finance Office is authorized to process for payment only those charges for which adequate documentation has been submitted. Therefore, any interest and penalties assessed for payments less than the total due shall be charged to the respective Department.

The Finance Office shall work with Department Heads as needed to ensure Departments have an adequate process in place to enable compliance with this procedure.