

Ordinance 2023-3

This ordinance is entitled Town of Long Lake Credit Card Policy.

Introduction

The Town of Long Lake is providing an approach to purchasing goods and services by offering a Credit Card Program to select Town employees responsible for purchasing. The Credit Card Program is designed to make it easier and more cost effective for Town personnel to make purchases of goods and services from any supplier that accepts this payment method. The Town credit card will not replace the normal purchasing policies and procedures established. These policies and procedures are intended to provide guidelines to personnel in utilizing the Town credit card.

General Information

The Town will hold one credit card issued to the Town Chairman for designated employees to use at the discretion of the Town Board. The Town Chairman, as the person the credit card is issued to is responsible for any purchases made with their credit card. The card is to be used for Town purchases only. Use of the card for personal items is strictly prohibited. Card privileges may be rescinded at any time at the discretion of the Town Board if policies and/or procedures are not followed by the cardholder and authorized personnel. The credit card must be kept in a secure place. The credit card remains the property of the Town. All charges made on the Town credit card are billed directly to the Town on a monthly summary invoice. This process minimizes paperwork and streamlines the payment process. Each cardholder will be required to sign, retain, and submit receipts to the Clerk. The monthly statement will be reviewed and reconciled by the Clerk. The original receipts will be attached to the appropriate statements and payment will be made in a timely manner. All credit card statements with attached receipts will be presented to the Board for review and approval.

Authorized Use and Authorized Purchasers

The Town Chairman and Clerk are designated as the only authorized users for purchases made on the Town credit card with the exception of fuel purchased for the white plow truck only. Fuel for the white town plow truck may be purchased using the credit card by the approved drivers. All policies must be adhered to for every purchase, including fuel.

Unauthorized Uses

The following purchases are expressly forbidden under this program. Purchases that:

- Are for the purchase of liquor
- Are for cash advances
- Exceed the credit limit
- Are made to avoid or circumvent the purchasing process
- Are not immediately available at the time of credit card use. No backorder of merchandise is allowed. Back-ordering will cause the Town to pay for goods before they are received.

Any town personnel who make an unacceptable or unauthorized purchases or carelessly uses the credit card may be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged in conjunction with the misuse. The cardholder will also be subject to disciplinary action, up to and including termination.

Purchasing Procedures

The following are the procedures for making purchases using your credit card:

- Only the cardholder can authorize a purchase on his/her card.
- Purchases utilizing the credit card can be made in person, by phone, or over the internet from any vendor that accepts Mastercard. For security reasons, fax orders should be avoided as you do not know who is on the receiving end and has access to your card information.

- Whether paying for orders in person, by phone, or over the internet, the cardholder is responsible for obtaining and retaining proper documentation of all transactions. (i.e., receipts, invoices, or other documentation showing the item(s) purchased and the amount paid).
- All Town purchases are exempt for Wisconsin Sales Tax. It is the cardholder's responsibility to make certain that sales tax is not paid on any purchases he/she makes using a credit card. If a vendor requires a copy of the Tax-Exempt Certificate a copy is available from the Clerk to provide to the vendor.
- A credit card purchase may be declined at the point of sale. If a transaction is declined, the cardholder should cancel the transaction and contact the Clerk immediately to determine the reason for the declined transaction.
- Any returns or credits made on purchases made by credit card must be credited to the cardholders account (no cash refunds). The purchaser should obtain and retain the appropriate documentation.

Record Keeping Requirements

- Purchasing personnel must keep all original sales documents (receipts, packing lists, invoices, credit card slips, cash register tapes) from purchases made with the credit card. These documents will be required to be submitted to the Clerk for processing.
- Purchasing personnel must denote what was purchased and the town department the purchase falls under for those receipts.
- Purchasing personnel are responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise
- All documents must be turned into the Clerk prior to the monthly town meeting.

Reporting Lost, Stolen or Damaged Cards

- If the credit card is lost or stolen, contact the Clerk immediately so appropriate action can be taken.
- If the card becomes damaged and needs to be replaced, the purchasing personnel must return the card to the Clerk and a replacement card will be issued.

Disputed Items

- If there is a discrepancy on the monthly statement, the vendor will be contacted to try and resolve the matter. The Clerk will insure the correction appears on the next monthly statement.

Unauthorized Account Usage

- The cardholder is responsible for keeping track of how the card is used and for its safekeeping.
- The cardholder should protect against fraudulent use of the card.
- If the cardholder detects or suspects that his/her card has been used fraudulently, he/she should contact the Clerk for immediate card deactivation.

Card Deactivation

- Upon termination of the Town Chair as the cardholder, the credit card must be returned to the Clerk prior to the employee's last day of work. The credit card will be deactivated immediately.
- A credit card may be deactivated if the Town Board determines that there has been continuous use that violated the policies and procedures set forth in the policy.


This policy applies to all personnel of the Town of Long Lake – Florence County. Violations of this policy will result in discipline up to and including termination. These ordinances are effective on posting.

The town clerk shall properly post this ordinance as required under s. 60.80, Wis. Stats.

Adopted this 27th day of June 2023

TOWN OF LONG LAKE, FLORENCE COUNTY

ATTEST:


Chairman


Clerk