

Village of Millbrook

Credit Card Use Policy

The Village of Millbrook Board of Trustees, through adoption of Resolution, on January 22, 2019, established this Credit Card Policy permitting the use of the Village issued credit card to authorized Village personnel.

To use the Village credit card, please read the Credit Card Policy and return the Credit Cardholder Agreement (Attachment A) to the Village Clerk's Office.

Cardholder Responsibilities:

- a. Ensure that the credit card is used in compliance with the Village's purchase policies.
- b. Only authorized employees of the Village of Millbrook may use the Village credit card.
- c. The Village credit card may be used for the purchases of goods or services for only official business of the Village of Millbrook.
- d. The employee using the credit card must submit in a timely manner to the Village Clerk's office receipts, documentation detailing the goods or services on the Credit Card Expense Log.
- e. The employee using the credit card is responsible for its protection and custody and shall immediately notify the Village Clerk's office if the card is lost or stolen.
- f. Municipal credit card users must notify vendors or merchants that the credit card transaction should be exempt from Sales Tax for purchase of goods or service. If the user of the credit card needs the Village tax exemption letter, please notify the Village Clerk's office.
- g. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted by the Village Board of Trustees.

Attachment A

Village of Millbrook
Credit Cardholder Agreement

Requirements for use of a Municipal Credit Card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of the Village of Millbrook, New York.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the Village of Millbrook, as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Village of Millbrook for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken up to and including termination. The Village of Millbrook will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Received by: _____
Name (please print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

For Clerk's Office Only

Authorized Signature: _____

Date: _____