



Village of Menands

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Menands, NY 12204
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Village of Menands Credit Card Policy

User agreement

Recouping unauthorized or illegal expenditures or improper use:

Any officer or employee of the local government using the credit card or cards shall be personally liable for all costs incurred by the local government in connection with the improper or unauthorized use by the officer or employee. User must agree to timely reimburse the Village of Menands for any unauthorized or illegal expenditures or improper use. The Village of Menands reserves the right to demand immediate reimbursement for any and all such charges, including interest and late fees, and failure to do so will result in a set-off against wages or salary due an employee or officer or direction to the Village attorney to commence legal action.

Timely (no interest or penalty (late) charges:

All claims and supporting documentation must be timely received in order that the claim may be paid without incurring finance charges. All finance charges incurred because of delayed documentation will be charged to the user and will be recouped as an improper use.

Other terms or conditions:

No payment may be made to a financing agency or card issuer unless, in addition to all other requirements for the audit and approval of claims, the supplemental documentation required by the local government's credit card policy, is submitted to the auditing body of the local government, and a claim is audited and approved in accordance with the laws generally applicable to the local government's audit and approval of claim functions

No costs incurred from a credit card transaction will be paid without the submission to the local government of a written, itemized claim or voucher and the subsequent audit and approval by the appropriate auditing authority.

Purpose:

Custody:

Custody of all credit cards will be with the Employee assigned the Card.

Taxes:

Except in cases of minor expenses where a sales tax charge is incidental to the purchase, the card should only be used in those cases where a tax exemption certificate is accepted by the vendor. Any exception to this issue must be approved by the governing board or its authorized committee.

Follow procurement rules

The purpose of the card is to facilitate not circumvent the purchasing policy. The user must comply with the provisions of the Village of Menands procurement policies and procedures. Officers and employees incurring costs associated with travel and other actual and necessary expenses for which a credit card is used would be required to comply with existing laws applicable to such expenditures including requiring advance approval by the governing board for expenses incurred in connection with conventions, conferences, and schools.

Officers with Credit Cards with the following Dollar Limit:

Village Clerk	\$15,000
Mayor	\$15,000
Chief of the Police	\$15,000
Youth Director	\$3,000
DPW Superintendent	\$3,000
Fire Chief	\$3,000

Who will have and retain custody of said card at all times.

Documentation

No liability to a financing agency or credit card issuer under a contract entered into pursuant to this policy shall constitute a general obligation indebtedness of the Village and neither the full faith and credit, nor the taxing power of the local government, may be pledged to the payment of any amount due or to become due under such a contract.