

RESOLUTION NO. 02:28:23-6
RE: UPDATE THE CREDIT CARD POLICY

WHEREAS, The Town of Beekman credit card policy was approved on July 1, 2015; and last modified on May 12, 2020

NOW, THEREFORE, BE IT RESOLVED, that Chapter III, Section B, Paragraph 1 be amended to: The following employees will have authorization to process orders using universal (Visa, MasterCard, Etc.) credit cards:

Supervisor
Deputy Supervisor
Bookkeeper.

Introduced: COUNCILMAN STIEGLER

Seconded: COUNCILWOMAN WOHRMAN

ROLL CALL VOTE:

Councilman Stiegler	AYE
Councilman Battaglini	AYE
Councilman Lemak	AYE
Councilwoman Wohrman	AYE
Supervisor Covucci	AYE

Dated: February 28, 2023

TOWN OF BEEKMAN, NEW YORK



CREDIT CARD POLICY

Adopted July 1, 2015
Amended June 15, 2016
Amended May 12, 2020
Amended February 28, 2023

PURPOSE

To establish internal controls and criteria for the use of credit cards issued to employees of the Town of Beekman for the purpose of conducting Town Business.

II. OVERVIEW

The use of credit cards has been determined to be a convenient and cost effective method of obtaining certain products and services for the Town. The primary purpose will be to pay vendor invoices within the Finance department and will continue to follow the existing Town's purchasing policy. Additional purchasing may be conducted only when purchasing with the card will facilitate a specific advantage to the Town where payment in advance is required with only a credit card and could also include pricing or availability. Some travel and training costs may also be handled best through the credit card process.

III. PROCEDURE

For all transactions which occur within the Finance department, the purchasing will flow through the existing procurement process. The vendor payment will be made within the Finance department once all existing procurement procedures and approvals have been completed.

For any additional purchasing the following will apply.

A. Issuance of Credit Cards

1. Cards will be issued at the discretion of the Supervisor and will be accessible to Department Heads to be used only on an as needed basis. These individuals then become the responsible party to all supporting documentation related to all transactions placed with that card. All cards issued will carry a limit of \$2,500 and will be adjusted as necessary by the Supervisor to accommodate specific purchases upon gaining the appropriate approvals. The Finance Department shall maintain an up-to-date, written list of the names, positions (titles) and credit card account numbers for all cards issued.
2. As needed will be defined as to only those individuals who are regularly authorized to make purchases and where the traditional procurement process will not work. Examples of these instances would be limited to when a vendor offers items and/or services at an advantage to the Town where payment in advance is required with only a credit card and could also include pricing or availability.
3. The employee must sign documentation verifying agreement to the conditions of use. A copy of which will be retained by the Finance Department.

D. Security

It is the cardholder's responsibility to immediately notify the Town of a lost or stolen card. Failure to do so will result in disciplinary actions and/or revocation.

E. Separation

1. Prior to separation from employment from the Town of Beekman, the Cardholder shall surrender the credit card held in their name if not already in the custody of the Town. It will immediately be shut down by the Supervisor.

F. Revocation of Credit Card Privileges

1. The issuance of a credit card to an employee is done at the discretion of Supervisor.
2. Failure to comply with proper record keeping procedures as outlined in this policy will be cause to revoke the employee's credit card privilege.
3. Repeated loss or theft of any issued credit card will be cause to revoke the Employee's credit and privilege. Failure to immediately report the theft/loss of a card upon discovery may also lead to revocation of the credit card privilege.

IV. ANNUAL REVIEW

The Town Board shall review this policy at the annual reorganization meeting.

EMPLOYEE ACKNOWLEDGMENT FORM

I have received a copy of the Town's Credit Card Use Policy adopted by the Town Board on July 1, 2015 and last amended on February 28, 2023.

I agree to review the policy and abide by it at all times.

I understand that questions about the policy should be directed to the Supervisor.

Name of Employee (Please Print)

Signature

Date

RESOLUTION NO. 02:28:23-6
RE: UPDATE THE CREDIT CARD POLICY

WHEREAS, The Town of Beekman credit card policy was approved on July 1, 2015; and last modified on May 12, 2020

NOW, THEREFORE, BE IT RESOLVED, that Chapter III, Section B, Paragraph 1 be amended to: The following employees will have authorization to process orders using universal (Visa, MasterCard, Etc.) credit cards:

- Supervisor
- Deputy Supervisor
- Bookkeeper.

Introduced: COUNCILMAN STIEGLER

Seconded: COUNCILWOMAN WOHRMAN

ROLL CALL VOTE:

- Councilman Stiegler AYE
- Councilman Battaglini AYE
- Councilman Lemak AYE
- Councilwoman Wohrman AYE
- Supervisor Covucci AYE

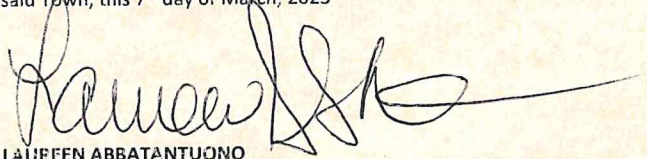
Dated: February 28, 2023

CERTIFICATION

I, LAUREEN ABBATANTUONO, the duly qualified and acting Clerk for the Town of Beekman Town Board, Dutchess County, State of New York, do hereby certify that attached hereto is a true and correct copy of an extract from the minutes of a regular meeting of the Town Board of the Town of Beekman, held on the 28th day of February, 2023 and that the Resolution set forth herein is a true and correct copy of the of the Town Board of said Town adopted at said meeting.

I FURTHER CERTIFY that, pursuant to Section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the said Town, this 7th day of March, 2023



LAUREEN ABBATANTUONO
TOWN CLERK

BY ORDER OF THE TOWN BOARD
LAUREEN ABBATANTUONO, TOWN CLERK

DATED: March 7th, 2023
BEEKMAN, NY

