town of miltonvt

Policy FI413.030

Vendor Card Policy

Guidelines for use of Town-issued credit cards and purchase cards

Department: Finance

Title of Approving Official: Finance Director

Date Effective: 11/03/2025

Date of Next Review: 11/03/2028

Adoption of this policy rescinds any previous versions of the Vendor Card Policy.

Goal

To ensure proper use and prevent misuse or abuse of purchase or credit cards.

Purpose

The purpose of this policy is to provide guidelines for the use of all Town-issued credit cards and purchase cards, and any other instruments obtained by the Town for purchases through vendors.

Gas Credit Cards

Issuance and Recordkeeping

- The Director of Human Resources and Operation's Office is responsible for assigning gas cards to Town vehicles and equipment.
- Each full-time employee will be assigned a personal Gas Card PIN, upon start of employment.
- All employee information, PIN numbers, card details and vehicles will be maintained in an online port provided by the vendor WEX.
- The Finance Director and the Fiscal Assistant I/Payroll Officer shall have access to the WEX portal for the purpose of monitoring, recordkeeping, and reconciliation.

Authorized Use

Gas cards are to be used only for the purchase of fuel for Town-owned vehicles and equipment.

- Personal use is strictly prohibited.
- Any violation of this policy will be grounds for disciplinary action up to and including dismissal and/or prosecution.

Receipts and Documentation

- Employees must retain all gas purchase receipts and submit them to their department office by the end of their shift on the day of the purchase.
- Department staff shall forward all signed gas receipts to the Finance Department daily.
- These receipts will be used to verify monthly invoices received from the vendor.

Missing Receipts

- If a receipt is not printed due to a pump or machine error, the employee must record the following information:
    - Gallons purchased
    - Date of purchase
    - Amount of purchase
    - Gas card number
    - Odometer reading of the vehicle
    - Make, year and model of vehicle
    - A photo of the gas station screen with additional information is also accepted
- This written note must be legibly signed and include the employee's department.

Credit and Purchase Cards

Authorization and Application Process

- Town Treasurer or Finance Director will complete all card applications
- Signers of applications are limited to the Town Treasurer, Finance Director, and Town Manager.
- All Town credit and purchase cards shall remain under the jurisdiction of the Town Manager, Finance Director, and the Chief of Police, and must be kept in a secure location.

Card Log and Recordkeeping

The Finance Office will maintain a card log of all credit and purchase cards. The log shall include, at minimum:

- Card number
- Card vendor name
- Date card was received from the vendor
- Time and date cards are distributed to an employee
- Time and date cards are returned from an employee
- For use of TD Bank credit card: vendor used, reason for purchase and dollar amount

The log will be securely maintained and available for inspection upon request.

Authorized Purchase

No card shall be used for any purpose other than pre-approved Town purchases in accordance with the Town's Purchasing Policy.

Any violation of this policy will be grounds for disciplinary actions up to and including termination and/or prosecution.

Card Use Procedures

Employees requesting use of a Town credit or purchase card must follow these steps:

1. **Obtain approval** – From Town Manager, Director or Department Head, depending on the employee.
2. **Request the Card** – From the Finance Department, Police Chief or Town Manager, as relevant
    - Provide intended vendor and estimated dollar amount at time of request
3. **Make the Purchase** – The card will be temporarily issued to the employee for the approved transaction.
4. **Return the Card and Documentation** – After the purchase, the employee must:
    - Return the card to Finance Department, Police Chief or Town Manager, as relevant
    - Submit the slip/receipt to the Finance Department for processing

Payment and Reconciliation

The Finance Department will process approved purchases for payment. Payments for the TD Bank credit card are processed in the second warrant of each month.

Credit card statements will be sent directly to the Treasurer's Office and be submitted to the Finance Department. Before payment is issued, the Department will:

- Review the account balance
- Reconcile each transaction against vendor receipts
- Account the actual expense to the appropriate department accounts per receipt approval

Returns and Credits

If an item purchased with a Town credit card is returned, the employee must submit a credit receipt using the same account information as the original purchase.

- Enter the negative amount for the item cost.
- Include vendor number and note the word "credit" on the notes line.
- All documentation shall be submitted to the Finance Department for processing.

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SELECTBOARD

Dated at Milton, Vermont this 3rd day of November, 2025.

________________________ Darren Adams, Chair

________________________ Michael Morgan, Vice Chair

________________________ Brenda Steady, Clerk

________________________ Diane Barrows, Member

________________________ Leland Morgan, Member

Filed with the Milton Town Clerk's Office on 11/4/2025. Attest: ________________