

**Town of Newcastle
Credit Card Use Policy**

PURPOSE:

2006

For the Selectmen to set guidelines and manage the proper use and authority of the Town's Credit Card.

WHO:

The Board of Selectmen shall determine who gets a credit card and who is authorized to utilize the Town Credit Card.

HOW:

The Town Administrator has credit card privileges for the following transactions:

- a. Paying on line support services (Norton Anti-Virus and such), and reservations needed for any conference previously approved by the Board of Selectmen.
- b. The card will not be used at any time for personal expenditures.
- c. The card will not be used at any time without prior approval and direction from the Board of Selectmen.

REPORTING:

Each and every time the Town's Credit Card is used it will be immediately followed by any and all receipts being turned in to the Treasurer for payment, it will have a brief explanation as to the expenditures on the receipts and will be immediately returned to the Town's safe where it will be kept at all times when not authorized by the Selectmen.

WHEN:

There shall not be at any time an interest or penalty on the Town's Credit Card that is not easily explained to the Selectmen and unavoidable. The Treasurer shall require all receipts from any purchase or trip and in turn keep the bill paid so as to avoid the interest and penalty. All statements are to be filed in the Town's general files even if there are no charges for that particular billing period.

Date of Implementation: 10-09-06

Lee R. Straw _____
Chair

James Brinkler _____

Pat Hudson _____

Frank Juchnik _____

Ellen McFarland _____