



Budleigh Salterton Town Council

Credit Card Policy

Introduction

The Town Council makes a Credit Card available to the Town Clerk for purchases for which it is not possible to obtain a pro-forma or invoice.

This policy is intended to provide detailed guidance and assistance in obtaining and using a credit card and describes the responsibilities and restrictions which the cardholder must accept before being provided with any such card.

Any attempt by the cardholder to make changes to the Council's terms and conditions of the card will be treated as a disciplinary offence.

Obtaining a Credit Card

A motion of Full Council is required to agree to obtain a Council Credit Card.

The Town Clerk will complete the relevant application form, which is to be authorised by two existing signatories.

The card will be in the name of the Town Council and associated to the Council's current account.

The Town Clerk will be the only person authorised to use the card.

The Town Clerk will be responsible to sign a declaration confirming they understand the policies and procedures for use of a credit card before any such card can be used.

Use of the Card

The card may not be used to make cash withdrawals.

The card may be used for online and point of sales purchases in accordance with the Council's Financial Regulations.

The Town Clerk will make every effort to notify a bank signatory prior to making a purchase within the pre-defined limits, which fall within the existing budget.

A receipt must be obtained to support all purchases which must be signed by two bank signatories following the purchase.

All purchases will be input into the Edge IT Accounting package and presented to Full Council at the following meeting.

The card must be stored in the Town Council office when not in use.

The card's security PIN number must be kept secure and not disclosed to anyone else, under any circumstances.

The bank must be notified immediately if the card is lost or stolen or fraudulent use is suspected.

The Town Clerk will surrender the card to the Chairman of the Town Council prior to leaving employment.