






## POLICY AND PROCEDURE STATEMENT

SUBJECT CREDIT CARD USE	PAGE 1 OF 1	DATE EFFECTIVE APRIL 1, 2019		
SECTION/POLICY NO. 4.16	APPROVED BY  MAYOR	SUPERSEDES VOA V-L, MAY 1, 2006		
PREPARED BY VILLAGE ADMINISTRATOR & PERSONNEL DIRECTOR	 VILLAGE ADMINISTRATOR  PERSONNEL/BENEFITS COMMITTEE	APPROVAL DATE 3/28/2019	ISSUE DATE 4/1/2019	REVIEW DATE
REFERENCE	REVIEW APPROVED BY  PERSONNEL DIRECTOR	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL, CLERK-TREASURER, AND VILLAGE EMPLOYEES		

**SCOPE**

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

**POLICY:**

- I. The Village will have a process in place to provide a financially sound way to allow controlled credit card usage that is trackable and that can be audited.

**PURPOSE:**

- I. To have a sound financial processes
- II. To perform job functions more efficiently
- III. To provide greater level of service to the residents
- IV. To be cost effective
- V. To provide for safety
- VI. To prevent village government's exposure to abuse by complying with all Federal, State, and Local laws and regulations

**PROCEDURE:**

All credit card usage is done under the direction of the fiscal officer.

Gas and Diesel Credit Cards

1. Staff will be required to document mileage at purchase.
2. Staff is to keep receipt at time of purchase.
3. Receipt is turned into the fiscal officer for payment and reconciliation with monthly statement.
4. Monthly statement is reviewed, reconciled, and monitored.

Bank Credit Cards

1. Staff is to keep receipt at time of purchase.
2. Receipt is turned into the fiscal officer for payment and reconciliation with monthly statement.
3. Monthly statement is reviewed, reconciled, and monitored.