

OTHER POTENTIAL ITEMS TO INCLUDE

DEBIT/CREDIT CARD USE

The Town shall retain debit account.

No other individual, including Department heads, has the authority to open a credit card/debit card account in the Town's name. any and all other accounts open at the adoption of this policy shall be immediately turned over to the Treasurer.

The Town debit card may be used for official Town purposes only. No personal use or purchases of a personal nature shall be allowed, regardless of payback intentions except during a life-threatening emergency.

The use of personal credit cards, cash or personal checks to make purchases for the Town is discouraged unless an emergency exists. If reimbursement is necessary a receipt is mandatory.

Within five business days of each debit card transaction the Department Head shall furnish the Treasurer with a signed receipt. All other purchasing procedures as set forth in this policy shall also apply.

LEASE PURCHASES

The purchase or lease of any equipment, vehicles or materials which require periodic payments over a course of one year or more shall be subject to all applicable provisions of this policy in accordance with the dollar values set forth herein.

All lease purchase agreement shall contain a non-appropriation clause whereby the Town shall not be obligated under the terms of the lease if the necessary funds are not appropriated at a future Town Meeting.

MONITORING

Monitoring is a process that assesses the quality control performance over time.

XXXXX will periodically conducts independent reviews of procurements and contracting activities to determine whether policies and procedures are being followed as intended.