

**TOWN OF HOCHATOWN  
RESOLUTION NO. 2024-01**

**A RESOLUTION OF THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, MCCURTAIN COUNTY, STATE OF OKLAHOMA, ESTABLISHING A TOWN CREDIT CARD USAGE POLICY.**

**BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, MCCURTAIN COUNTY, STATE OF OKLAHOMA:**

**TOWN OF HOCHATOWN  
CREDIT CARD POLICY**

**Purpose**

To establish a policy for the use of the Town of Hochatown (the Town) issued credit cards. Designated Town employees will have the ability to charge expenses for certain types of goods and/or services that are not available through other procurement means. It empowers the Cardholder to acquire the necessary materials to conduct business and/or deliver services in a more convenient and expeditious manner. This policy is designed to promote responsible, efficient, ethical, and legal utilization of the Town's credit cards.

**Scope**

Credit cards may be issued to **Town of Hochatown** Department Heads, and employees as approved by The **Town Board of Trustees**. Credit cards shall not be issued to Board of Trustees, members of boards, committees and commissions; volunteers, part-time employees, seasonal employees, or contracted employees.

The Town Administrator shall set the amount of spending authority for each issued Town Credit Card provided that the spending authority shall not exceed a maximum of \$5,000.00 per transaction and a maximum of \$10,000.00 per month.

Usage of the Town 's credit card may be removed by the Board of Trustees at any time with or without cause.

**Responsibilities of a Cardholder**

1. The credit card that each employee receives shall ONLY be used by that employee. NO OTHER PERSON IS AUTHORIZED to use this card.
2. The employee is responsible to have an open purchase order before requesting to use the Town credit card. Appropriate accounting codes shall be listed for expenses.
3. Each employee making a credit card purchase must have a Credit Card Purchase Request form signed by the Treasurer and/or other designee prior to making the purchase.

4. The employee must retain itemized receipts of all purchases made on the credit card containing at a minimum (1) merchant name; (2) date of purchase; (3) description; (4) unit price and quantity; and (5) transaction total. A receipt presenting only a summary total will not be acceptable. If a receipt is not furnished by the merchant (as may be the case with a phone or internet order), documentation such as an order confirmation, packing slip, or invoice shall be obtained and shall contain an itemized and detailed description of the purchase. If the receipt is not itemized or if a receipt is not presented to the Treasurer the employee will be responsible for reimbursing the Town.

5. Receipts must be submitted as soon as possible following the day of purchase.

6. All meals charged to a Town credit card require the names of individuals in attendance, and business purpose, (i.e. nature of business discussion). This written confirmation must be submitted along with the credit card form and cash register receipt.

7. It is the responsibility of the employee to contact the Town Administrator and the credit card company of a lost or stolen credit card immediately.

8. Merchants shall not be allowed to retain card information on file in order to avoid unauthorized transactions. A card number should be provided by the Cardholder each time an order is placed.

9. Internet purchases must be made from a merchant with a secured internet site (for example, lockbox is present, or URL contains https). Faxes and/or emails disclosing full account information are not allowed. Do not allow a site to store credit card information.

10. When issued a reimbursement or credit through a credit card purchase, the employee shall not accept cash credits. Credits for returned merchandise must be credited to the card.

11. The use of the credit card does not justify the payment of any sales tax for which the Town is exempt. As in all other purchases, the merchant shall be given a copy of the state tax exemption letter issued by the Town. State sales tax should not be charged for any purchase including online transactions.

### **Unauthorized Credit Card Use**

The card shall not be used for the following:

- a) Personal purchases or for personal identification
- b) Professional/Consultant Services
- c) Instructors, Speakers, Performers
- d) Sponsorships, donations of gifts to a charitable entity, nonprofit entity, education institution, political organization, or religious organization
- e) A single purchase that exceeds the Cardholder's single purchase limit
- f) Cash advances, Foreign Currency, Money Orders, Travelers Checks, Wire Transfers, Savings Bonds
- g) Gift Cards

- h) Alcoholic beverages, cannabis and tobacco and vaping products
- i) Purchase of hotel/motel incidentals such as room service, in-room movies, etc. during stay while on Town business.
- j) Gambling: Lottery Tickets, Betting, Casino Gaming Chips, Off-Track Betting
- k) Fines
- l) Bail and Bond Payments
- m) Tax Payments
- n) Government Loan Payments
- o) Hazardous materials, chemicals
- p) Weapons, ammunition, and related accessories
- q) Cellular Phones and Pagers and/or Related Monthly Services Charges
- r) Automatic drafts
- s) Split purchases
- t) Motor Fuel (unless prior approval)

Any purchase(s) that fall in the above-listed categories deemed inappropriate for the purpose of Town business shall be reviewed by the Town Administrator, Treasurer and/or designees for final determination.

If a cardholder cannot explain why a purchase was necessary and for official use, the cardholder must provide a credit voucher proving that the item(s) have been returned for credit or a personal check for the full amount of the purchase, within 30 days.

An employee who makes unauthorized purchases or carelessly uses the credit card will be liable to the Town of Hochatown for the total dollar amount of such purchases plus any administrative fees charged by the bank or card company in connection with the misuse.

**The Cardholder may also be terminated and will be subject to legal action.**

The Town Administrator, Board of Trustees or designees have the authority to investigate and to determine whether a violation of purchasing or credit card policy has occurred and to determine action deemed most appropriate pursuant to applicable law and/or Town policy.

The Town Administrator and/or the Board of Trustees have the authority to remove an employee's credit card usage privilege with or without cause.

Immediately upon separation of employment, the employee shall return the credit card to the Town Administrator.

This Resolution shall be effective immediately.

**ADOPTED AND APPROVED** this 12th day of March, 2024.

  
MAYOR

ATTEST:

  
TOWN CLERK

(SEAL)

