

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
ADOPTING THE VILLAGE CREDIT CARD USE POLICY**

Purpose:

In order to establish a convenient, efficient and cost-effective method of purchasing goods and services, the Village of Saltaire will provide a credit card to the Village Administration staff and to the Village Department Supervisors or assigned Department Purchaser to be used for purchases of goods and services.

Procedure:

The Village of Saltaire will use credit cards from banking institutions approved by NYS Contract.

Department Supervisors or assigned Purchaser Use

Credit Card purchases will be compliant with the Village's Procurement Policy. Purchases made by the Department Supervisor or assigned Department Purchaser are paid prior to Board approval and therefore must be allocated to the Department's Board approved operational budget annually. Any purchases outside of the operational budget must be pre-approved by the Village Administrator or Board.

Village Administration Credit Card Use

Credit Card purchases will be compliant with the Village's Procurement Policy. Purchases made by the Village Administration are paid prior to Board approval and therefore must be allocated to the Clerk/Treasurer's Board approved operational budget annually. Purchases outside of the Clerk/Treasurer's budget, including but not limited to, Insurance policies and Board activities, can be paid with a credit card by the Village Administration.

General Use:

The following are hereby approved to be issued Village Credit Cards to be used for Village purchases pursuant to this policy:

- Village Administrator Mario Posillico
- Village Treasurer Donna Lyudmer
- Village Deputy Treasurer Alexa Cherveney
- Village Deputy Clerk Catherine O'Brien
- Public Works – Vern Henriksen
- Public Works – Ben Cherveney
- Public Works – Jim Wilde
- Public Work – Matt Nelson
- Librarian Kate Valente
- Public Safety Chief Anthony Campos
- Public Safety Chris Degni
- Code Enforcement Officer/Assessor Meagan Leppicello
- Camp Director Molly Davis
- Chief Lifeguard Rich Wilde

Use of the Village credit cards is not permitted and will be blocked for cash advances. Each employee using a Village credit card shall be responsible for the security of his or her card as well as any purchases made using it. All receipts and expenditures shall be reconciled with the monthly statements and audited by the Village Mayor. If the employee using a Village credit card cannot produce a receipt, he or she will provide a signed explanation of the purchase.

No personal purchases may be made with the card. No expenditures for entertainment or non-Village business purposes shall be made. All purchases not expressly authorized in the budget must be Board-approved in advance. Payment for any purchases made with a Village credit card for which satisfactory receipts or written explanation cannot be produced, or for personal or unauthorized purposes, shall be at the employee's sole expense, and the employee shall reimburse the Village for the amount charged to the credit card.

Any loss or theft of a credit card must be reported within 24 hours of discovery to the Village Administrator or the Village Treasurer. In the event of willful or negligent default of the obligations and responsibilities of the cardholder, the Mayor shall take such recovery action as deemed appropriate by law.

The Village Administration and Department Supervisors shall return their card upon request of the Board of Trustees or upon termination of their employment or term of office.