



TOWN OF MILLIS

CREDIT CARD USE POLICY

It is the policy of the Town of Millis not to approve the use of department issued credit “charge” cards.

The Town does allow departmental use of store charge cards for use with specific retailers. The use of these charge cards is strictly governed.

- The use of store charge cards is restricted to individuals given expressed permission from the department head.
- Permission is granted for purchase of goods and/or materials needed for immediate use where mail order purchase is not timely.
- Permission is granted for immediate order of materials and/or supplies for building safety and security.

Should an approved employee exercise use of a store charge card he/she must immediately return the charge card and purchase receipt upon return to the Town Hall to the Town Accountant.

- Purchases and receipts will be tracked and logged in
- The log will be balanced with the store charge bill each month

Each log entry must be signed by the purchaser

(Located on page 21 of the Town of Millis Personnel Plan)