FIRESTONE
COLORADO
A COMMUNITY IN MOTION

FINANCE COMMITTEE

REGULAR MEETING AGENDA
September 10, 2018
5:30 PM
151 Grant Avenue
Firestone, CO 80520

1. **Call to Order & Roll Call**

2. **Approval of Agenda**

3. **Approve June 13, 2018 Meeting Minutes**

    a. **Approval of June 13, 2018 Meeting Minutes**

4. **Discussion**

    a. **2018 Audit Proposals**

    b. **Review of Updated Town Issued Credit Card Policy**

5. **Future Agenda Items**

6. **Adjournment - 6:30 pm**

AGENDA INFORMATION MEMORANDUM FIRESTONE TOWN BOARD OF TRUSTEES FIRESTONE COLORADO A COMMUNITY IN MOTION	**AIM#:** 3.a. **Approve June 13, 2018 Meeting Minutes** **Meeting Date:** September 10, 2018 **Initiated By:** **Dept:** Town Clerk

AGENDA TITLE
Approval of June 13, 2018 Meeting Minutes

SUMMARY

HISTORY AND PREVIOUS BOARD ACTION

RECOMMENDATION

ALTERNATIVES

ATTACHMENTS
1. 061318 Finance Committee Minutes

FINANCIAL CONSIDERATIONS

TOWN OF FIRESTONE, COLORADO
FINANCE COMMITTEE
June 13, 2018

1. CALL TO ORDER & ROLL CALL

The Finance Committee of the Town of Firestone met in regular session on June 13, 2018, at the Town Hall, 151 Grant Avenue, Firestone, Colorado. Trustee Member Doug Sharp called the meeting to order at 5:40 p.m.

The following were present upon the call of the roll:

Trustee Members: Frank A. Jimenez – Vice-Chair
Doug Sharp - Chair
Citizen Members: Sean Doherty
Anna Thigpen
Chris Combs
Staff: Leah Vanarsdall, Town Clerk
Marjie Wickham, Town Controller
A J Krieger, Interim Town Manager

2. APPROVAL OF AGENDA

Motion by Board Member Jimenez, **second** by Citizen Member Doherty, to approve the meeting agenda. **Motion carried**, All in Favor

3. APPROVAL OF May 16, 2018 Meeting Minutes

Motion by Citizen Member Combs, **second** by Citizen Member Thigpen, to approve the meeting minutes from May 16, 2018. **Motion carried**, All in Favor

4. DISCUSSION

a. Anton Collins Auditor Presentation – General Discussion

5. FUTURE AGENDA DISCUSSION

None

6. ADJOURNMENT

Motion by Citizen Member Doherty, **second** by Citizen Member Combs, to adjourn. **Motion Carried**, All in Favor

The meeting was adjourned at 6:37 pm.

TOWN OF FIRESTONE, COLORADO

____
Doug Sharp, Trustee

ATTEST

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Leah Vanarsdall, Staff liason

Town of Firestone
2018 Audit RFP Matrix

Firm	Year	Proposed Fee	Audit Partner	Audit Timing
Anton Collins Mitchell LLP (ACM)	2018	$ 30,000	Randy Watkins	Not addressed
	2019	$ 30,950		
	2020	$ 31,900		
	2021	$ 32,900		
	2022	$ 33,900		
Fiscal Focus Partners LLC (FFP)	2018	$ 18,500	Eric Barnes & Susan Opalinski	Interim mid January, 1 week field work
	2019	$ 18,500		
	2020	$ 19,100		
	2021	$ 19,750		
	2022	$ 20,500		
Anderson Whitney			Alan Homberg	
Eide Bailly			Brian Callahan	
Dazzio & Associates, PC			Steve Dazzio	

Firm Size	Notes
13 partners, 170 staff	current auditor
2 partners	Very familiar with the Town's accounting software (Caselle)
	Responded to the RFP request that they did not have the capacity to do the audit so did not send a proposal
	Did not receive a response
	Did no receive a response

BOARD OF TRUSTEES ADOPTED POLICY
TOWN OF FIRESTONE

SUBJECT: Town-Issued Credit Card Policy

ISSUE DATE	**EFFECTIVE DATE**
September ??, 2018	**September ??, 2018**

INTENT

This Town-Issued Credit Card Policy ("Policy") establishes guidelines related to the use of credit cards issued by the Town of Firestone ("Town") to ensure that procurement with Town-issued credit cards is in compliance with the Town's Purchasing Policy and to ensure responsibility and accountability in the use of Town-issued credit cards by Town employees. This Policy and the provisions herein are promulgated solely in support of the proper exercise of the Town's fiscal responsibilities. This Policy supersedes any and all previous Town-issued credit card policies adopted by the Town.

POLICY

I. Eligibility and Credit Card Limits

1. A cardholder must be an employee of the Town of Firestone. It shall be at the discretion of the Department Director responsible for the department and the Town Manager (or the Manager's designee) to determine which employees are eligible to be cardholders.

2. It shall be at the discretion of the Department Director responsible for the department and the Town Manager (or the Manager's designee) to establish each cardholder's per-month limits, provided that these limits are consistent with the Town's Purchasing Policy and available credit line.

II. Credit Card Usage

A. The following general standards apply to Town-issued credit card usage:

1. Use of Town-issued credit cards for purchases must be for the benefit of the Town and in accordance with this Policy and the Town's Purchasing Policy.

2. Purchases with Town-issued credit cards must be properly authorized and approved and allocated to the correct fund/department and budgeted line item. All unauthorized expenses will not be paid by the Town and the Town reserves the right to collect payment for unauthorized expenditures from the employee.

3. All purchases made with Town-issued credit cards must be supported by detailed receipts and sufficient documentation that identifies payee, goods/services purchased, amount of purchase, and, if applicable, for whom purchase was made (for example, attendees form whom meals were purchased). Cardholders must submit all receipts within three business days of the charge to Accounts Payable.

4. Cardholders shall take all measures necessary to ensure the security of the Town-issued credit card and the card number. Cardholders shall not give their card numbers to any other employee or other person to use on their behalf.

5. It is the responsibility of the cardholder to immediately notify the issuing bank (as stated on the card) and the Director of Finance of any lost or stolen Town-issued credit card. Once a Town-issued credit card is reported lost or stolen, the card will no longer be accepted.

6. The cardholder is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise. The cardholder must check to ensure credit notices are issued by the vendor, and provide the credit slip to Accounts Payable. If a credit slip was not obtained, other documentation of the return must be given to Accounts Payable.

7. In the event of disputed charges, the cardholder must advise the Department Director of the cardholder's department and Accounts Payable. The cardholder must ensure that all required steps to register a dispute are followed.

8. The Town is a municipal government exempt from sales tax. The Town's tax exempt number is on each Town-issued credit card, and the Town's tax exemption is to be used when making a Town purchase. It is the cardholder's responsibility to ensure that sales tax is not included on the cost of the purchase. **The Town reserves the right to hold the cardholder making the purchase personally responsible for payment of sales tax.**

9. Each authorized cardholder must sign a *"Town of Firestone Credit Card Agreement"* prior to receiving a Town-issued credit card. Such Agreements are kept on file in the Finance Department.

10. Upon separation of employment, a cardholder shall surrender his or her Town-issued credit card(s) to Human Resources or the Director of Finance on or before the cardholder's last day of employment and prior to issuance of final compensation to the cardholder.

11. A cardholder shall also surrender his or her Town-issued credit card(s) to Human Resources or the Director of Finance at any such time that the cardholder's credit card is cancelled or credit card privilege is revoked.

B. The following transactions and uses of Town-issued credit cards are not permitted:

1. Splitting of total purchase costs, singly or between or among cardholders to avoid transaction limits.

2. Personal purchases of any kind. Use of Town-issued credit cards for any personal purchases or expenses, even if with the intention of reimbursing the Town, is prohibited and will result in disciplinary action.

3. Cash advances, money orders, bank drafts, etc.

4. Payment of invoices or statements of any kind.

5. Payment for temporary help, maintenance contracts, long-term agreements, or rentals or leasing of equipment (with the exception of short-term vehicle rentals required for travel purposes or equipment needed for special events).

6. The Town's does not reimburse expenses for the purchase of alcoholic beverages, and cardholders shall not use a Town-issued credit card to purchase alcoholic beverages, except only in the following limited circumstances:

   a. The purchase is made at or for an economic development activity where the Town is strategically marketing itself to a third party, and then the purchase shall be only by or with the express prior consent of the Town Manager.

   b. The purchase is made for a Town special event, such as the Town hosting a CML dinner or the Town's annual holiday party.

C. Any unauthorized use of a Town-issued credit card will be considered an improper use of government funds and may result in the loss of the Town-issued credit card and/or disciplinary action against the employee, up to and including termination of employment, and/or referral to law enforcement.

VII. Policy Review

The Town Manager and Director of Finance will be responsible for reviewing the Town-Issued Credit Card Policy on an annual basis and shall make recommendations for revisions to the Policy as deemed appropriate. Adoption and changes to the Policy will require the approval of a simple majority vote by the entire Town Board.

____
Mayor

____
Attest: Town Clerk

TOWN OF FIRESTONE

CREDIT CARD AGREEMENT

DEPARTMENT CREDIT CARD NUMBER: ______________________________

NAME OF EMPLOYEE:________________________

Although this Town-issued credit card ending in__________ is issued in your name, it is the property of the Town of Firestone and must be used in accordance with the Town's policies, procedures, and guidelines.

By signing this Agreement, you acknowledge that you have received the Town-issued credit card indicated above and agree to comply with the following terms and conditions:

I. This Town-issued credit card is provided to you based upon your need to purchase business-related goods and services in the course and scope of your duties or employment with the Town of Firestone. The Town reserves the right to revoke this Town-issued credit card at any time. This Town-issued credit card is neither an entitlement nor reflective of title or position.

II. This Town-issued credit card is for business-related purchases only. Any use of this Town-issued credit card for purchases of a personal nature is strictly prohibited.

Ill. You are the only person entitled to use this Town-issued credit card and you are responsible for all charges made against it.

IV. Any unauthorized use of this Town-issued credit card will be considered an improper use of government funds and will be subject to appropriate disciplinary action, termination of employment and/or referral to law enforcement.

V. This Town-issued credit card must be used in accordance with all Town policies, procedures and guidelines respecting government purchasing and the use of Town-issued credit cards as such policies, procedures, and guidelines may from time to time be issued and amended. The undersigned acknowledges that it has received, read and will comply with all terms and conditions of the Town-Issued Credit Card Policy.

VI. Cardholders must comply with internal control procedures, including retaining receipts and identifying accounts to be charged.

VII. An employee must return his or her Town-issued credit cardimmediately upon separation from employment, or upon request at any other time by the Town Manager or his/her designee or the Department Director of the employee's department.

As the holder of this Town-issued credit card, you are responsible for its protection and safekeeping. If this Town-issued credit card is lost or stolen, you are required to contact your Department Director and the Town Manager immediately.

______________________________ ______________________

Signature of Cardholder Date

BOARD OF TRUSTEES ADOPTED POLICY
TOWN OF FIRESTONE

SUBJECT: Credit Card Policy

ISSUE DATE **EFFECTIVE DATE**

September ??, 2018 **September ??~~,~~ 2018**

~~Town-Issued Credit Cards~~

INTENT

This Town Issued Credit Card Policy ("Policy") establishes guidelines related to the use of credit cards issued by the Town of Firestone ("Town") to ensure that procurement with Town issued credit cards is in compliance with the Town's Purchasing Policy and to ensure responsibility and accountability in the use of Tow issued credit cards by Town employees. This Policy and the provision herein are promulgated solely in support of the proper exercise of the Town's fiscal responsibilities. This policy supersedes any and all previous purchasing policies adopted by the Town.

~~Purpose~~

~~The goal of the Town's credit card policy shall be to ensure compliance with the Town's Purchasing Policy and responsibility and accountability in the use of Town-issued credit cards by Town employees.~~

POLICY

I. Eligibility and Credit Card Limits

1. A cardholder must be an employee of the Town of Firestone. It shall be the discretion of the Department Director responsible for the department and the Town Manager (or the Manager's designee) to determine which employees are eligible to be cardholders.

2. It shall be at the discretion of the Department Director responsible for the department and the Town Manager (or the Manager's designee) to establish each cardholder's per-month limits, provided that these limits are consistent with the Town's Purchasing Policy and available credit line.

~~Eligibility~~

~~Employees~~

~~A cardholder must be an employee of the Town of Firestone. It shall be at the discretion of the Department Head responsible for the department and the Town Manager or his/her designee to determine which employees are eligible to be cardholders~~.

II. Credit Card Usage

A. The following general standards apply to Town issued credit card usage:

1. Use of Town issued credit cards ~~All~~for purchases must be for the benefit of the Town and in accordance with this Policy and the Town's Purchasing Policy.

2. ~~All purchases~~Purchases with Town issued credit cards must be properly authorized and approved and allocated to the correct fund/department and budgeted line item. All unauthorized expenses will not be paid by the Town and the Town reserves the right to collect payment for unauthorized expenditures from the employee.

3. All purchases made with Town credit cards must~~must~~ be supported by detailed receipts and sufficient documentation that identifies payee, goods/services purchased, amount of purchase, and if applicable, for shom purchase was made (for example, attendees form whom meals were purchased). Cardholders must submit all receipts within three business days of the charge to Accounts Payable.

4. Cardholders shall take all measures necessary to ensure the security of the Town issued credit card and the card number. Cardholders shall not give their card numbers to any other employee or other person to use on their behalf.

5. It is the responsibility of the cardholder to immediately notify the issuing bank (as stated on the card) and the Director of Finance of any lost or stolen Town issued credit card. Once a Town issued credit card is reported lost or stolen, the card will no longer be accepted.

6. The cardholder is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise. The cardholder must check to ensure credit notices are issued by the vendor, and provide the credit slip to Accounts Payable. If a credit slip was not obtained, other documentation of the return must be given to Accounts Payable.

7. In the event of disputed charges, the cardholder must advise the Department Director of the cardholder's department and Accounts Payable. The cardholder must ensure that all required steps to register a dispute are followed.

8. The Town is a municipal government exempt from sales tax. The Town's tax exempt number is on each Town issued credit card, and the Town's tax exemption is to be used when making a Town purchase. It is the cardholder's

responsibility to ensure that sales tax is not included on the cost of the purchase. **The Town reserves the right to hold the cardholder making the purchase personally responsible for payment of sales tax.**

9. Each authorized cardholder must sign a *"Town of Firestone Credit Card Agreement"* prior to receiving the Town issued credit card. Such Agreements are kept on file in the Finance Department.

10. Upon separation of employment, a cardholder shall surrender his or her Town issued credit card(s) to Human Resources or the Director of Finance on or before the cardholder's last day of employment and prior to issuance of final compensation to the cardholder.

11. A cardholder shall also surrender his or her Tow issued credit card(s) to Human Resources or the Director of Finance at any such time that the cardholder's credit card is cancelled or credit card privilege is revoked.

B. The following transactions and uses of Town issued credit cards are not permitted:

1. Splitting of total purchase costs, singly or between or among cardholders to avoid transaction limits.

2. Personal purchases of any kind. Use of Town issued credit cards for any personal purchases or expense, even if with the intention of reimbursing the Town, is prohibited and will result in disciplinary action.

3. Cash advances, money orders, bank drafts, etc.

4. Payment of invoices or statements of any kind.

5. Payment for temporary help, maintenance contracts, long-term agreements, or rentals or leasing of equipment (with the exception of short-term vehicle rentals required for travel purposes or equipment needed for special events.

6. The Town down does not reimburse expenses for the purchase of alcoholic beverages, and cardholders shall not use a Town issued credit card to purchase alcoholic beverages, except only in the following limited circumstances.

   a. The purchase is made at or for an economic development activity where the Town is strategically marketing itself to a third party, and then the purchase shall be only by or with the express prior consent of the Town Manager.

   b. The purchase is made for a Town special event, such as the Town hosting a CML dinner and the Town's annual holiday party.

C. Any unauthorized use of a Town issued credit card will be considered an improper use of government funds and may result in the loss of the Town credit card and/or disciplinary action against the employee, up to and including termination of employment, and/or referral to law enforcement.

VII. Policy Review

The Town Manager and Director of Finance~~Town Controller~~ will be responsible for reviewing the ~~Purchasing~~ Town Issued Credit Card Policy on an annual basis and shall make recommendations for revisions to the Policy as deemed appropriate. Adoption and changes to the policy will require the approval of a simple majority vote by the entire Town Board.

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Mayor

____

Attest: Town Clerk

~~**Credit Card Limits**~~

~~It shall be at the discretion of the Department Head responsible for the department and the Town Manager or his/her designee to establish each cardholder's per transaction and/or per-month limits, provided that these limits are consistent with the Town's Purchasing Policy and available credit line.~~

~~**Transactions Not Permitted**~~

~~The following transactions and uses of Town-issued credit cards are not permitted, and shall be considered to have been made in contravention of this policy:~~

- ~~Splitting of total purchase cost, singly or between or among cardholders to avoid transaction limits.~~
- ~~Personal purchases.~~
- ~~Any non-Town use.~~
- ~~Cash advances, money orders, bank drafts, etc.~~
- ~~Payment for temporary help.~~
- ~~Payment for maintenance contracts, long-term agreements, rentals or leasing of equipment (with the exception of short-term vehicle rentals required for travel purposes or equipment needed for special events).~~

~~Any unauthorized use of a Town-issued credit card will be considered an improper use of government funds and will be subject to appropriate disciplinary action.~~

~~**Alcoholic Beverages**~~

~~The Town's general policy is that it does not reimburse expenses for the purchase of alcoholic beverages, and officials and employees shall not use a Town-issued credit card to purchase alcoholic beverages, excepting only limited instances where a purchase is made at or for an economic development activity where the Town is~~

~~strategically marketing itself to a third party, and then the purchase shall be only by or with the express prior consent of the Town Manager.~~

~~Cardholder Responsibilities~~

~~Each cardholder shall have the following responsibilities upon receipt of a Town-issued credit card:~~

- ~~Use the Town credit card in accordance with this Policy and the Town of Firestone's Purchasing Policy.~~
- ~~Ensure purchases are made in accordance with their signing authority, area of responsibility and departmental budget.~~
- ~~Ensure proper coding of expenditures.~~
- ~~Notify the Town Manager or his/her designee and his/her Department Head if there are problems with the credit card, the card is lost or stolen, or any other situation arises that would require notification to the Town Manager or his/her designee and Department Head.~~
- ~~Notify the issuing financial institution immediately if their card is lost or stolen.~~
- ~~Log and report to the Finance Department any item in dispute with the issuing financial institution as soon as possible.~~
- ~~Retain and submit to the Finance Department accurate records including transaction records and the accompanying detailed receipts. Cardholder shall submit all receipts within three business days of charge to Accounts Payable, with a written description of the Town business purpose and attendees if applicable.~~
- ~~Cardholders are **NOT** to make direct payment on the credit card account for personal purchases made in error. If this occurs, Accounts Payable is to be notified immediately and reimbursement is to be made payable to the Town of Firestone.~~

~~Department Head Responsibilities~~

~~Each Department Head shall have the following responsibilities upon approving the issuance of a Town of Firestone credit card within their department, to be exercised by the Department Head and/or his or her designees:~~

- ~~Provide a written or electronic request, requesting the Town Manager or his/her designee to obtain a credit card, within the prescribed limits, for an employee.~~
- ~~Exercise discipline in cases where a cardholder violates the provisions of this Policy.~~
- ~~Immediately inform the Town Manager or his/her designee in those cases where abuse or irregularities are known or suspected.~~
- ~~Report a lost or stolen credit card to the Town Manager or his/her designee, and document the incident. Initiate a request for a replacement card.~~
- ~~Review and reconcile the amounts expensed under the credit card to the appropriate account and identify any unusual transactions.~~

- ~~Act as or appoint staff member(s) to act as the card coordinator to monitor and control the use of all Town-issued credit cards for the Department.~~
- ~~Advise the Town Manager or his/her designee or designee when an employee is terminated or no longer requires a credit card.~~
- ~~Ensure all purchases are made in accordance with available departmental budget and individuals are operating within authority.~~
- ~~Follow up with the appropriate employee and respond to the Town Manager or his/her designee as required on any items chosen for random audit testing.~~

~~Town Manager Responsibilities~~

~~The Town Manager or his/her designee shall have the following responsibilities regarding the Town-issued credit card program, to be exercised by the Town Manager and/or his or her designees:~~

- ~~Act immediately upon receipt of advice that abuse or irregularities are known or suspected.~~
- ~~Maintain records of all cardholders.~~
- ~~Where required, notify the issuing financial institution of transaction errors/disputed charges and follow up on outstanding items on a periodic basis.~~
- ~~Ensure all card statements are reconciled by the appropriate employee, signed off and submitted on a regular basis.~~
- ~~Follow up with Department Heads as appropriate to investigate unusual transactions.~~
- ~~Cancel a card when the cardholder is separated from employment or service with the Town, or when at any other time a cardholder's card privileges are terminated.~~
- ~~Follow up with the issuing financial institution on lost/stolen cards to confirm the card is cancelled.~~

~~Reconciliation and Payment~~

~~A Town-issued credit card carries corporate liability. Invoices will be paid by the Accounts Payable Department. Cardholders will not be required to pay the monthly statement using their own funds, except that the Town may require reimbursement for charges incurred for personal or unauthorized use.~~

~~It is required that all receipts for goods and services purchased be retained. If goods or services are purchased via phone, mail or online, ask the vendor to include the receipt with the goods when the product is shipped.~~

~~Process of reconciliation:~~

~~1. Statements will be received by the Finance Department and reconciled against receipts for accuracy and proper coding.~~

~~2. All receipts will be maintained by the Finance Department~~

~~for audit purposes.~~

~~3. Although payment of the invoice will be made by Accounts Payable, activity may be reviewed at any time.~~

~~Disputed Charges, Returns, and Assistance~~

~~In the event of disputed charges, or if a cardholder has any specific questions, the cardholder should contact the appropriate vendor or financial institution directly and notify the cardholder's Department Head and the Town Manager or his/her designee. In the event there are returns, the cardholder must check to ensure credit notices are issued by the vendor, and provide the credit slip to Accounts Payable. If a credit slip was not obtained, attach other documentation explaining the return. If a credit does not appear by the second subsequent statement, Accounts Payable will notify the cardholder and the cardholder must contact the vendor or financial institution directly to rectify.~~

~~The cardholder must also advise the cardholder's Department Head and Finance Department if there is a dispute. The cardholder must ensure that all required steps to register a dispute are followed.~~

~~Any charge to be disputed must be identified within 30 days of the transaction date or when notified by Accounts Payable. The Cardholder is responsible for the transactions identified on the statement. If a review is conducted on a cardholder's account, receipts must be produced and/or other proof that the transaction occurred. If an error is discovered, the cardholder is responsible to show that the error or dispute resolution process has been resolved.~~

~~Lost or Stolen Cards~~

~~The card assigned is the property of the Town of Firestone and should be secured as a personal credit card would be. If the card is lost or has been stolen, or if the number becomes the knowledge of someone else, the cardholder must immediately notify the cardholder's Department Head and the Town Manager or his/her designee.~~

~~Once a card is reported lost or stolen, the card will no longer be accepted. Prompt action in these circumstances can reduce the Town of Firestone's liability for fraudulent charges.~~

TOWN OF FIRESTONE

CREDIT CARD AGREEMENT

DEPARTMENT CREDIT CARD NUMBER: **xxxx-xxxx-xxxx-**____

NAME OF EMPLOYEE:________________________

Although this Town issued credit card ending in_____ is issued in your name, it is the property of the Town of Firestone and must be used in accordance with the Town's policies, procedures, and guidelines.

By signing this Agreement, you acknowledge that you have received the Town issued card indicated above and agree to comply with the following terms and conditions:

I. This Town issued credit card is provided to you based upon your need to purchase business- related goods and services in the course and scope of your duties or employment with the Town of Firestone. The Town reserves the right to revoke this Town issued credit card at any time. This Town issued credit card is neither an entitlement nor reflective of title or position. ~~may be revoked at any time based on a change of assignment or location~~.
II. This Town issued credit card is for business-related purchases only. Any use of this Town issued credit card for purchases of a personal nature is strictly prohibited.
III. You are the only person entitled to use this Town issued credit card and you are responsible for all charges made against it.
IV. Any unauthorized use of this Town issued credit card will be considered an improper use of government funds and will be subject to appropriate disciplinary action, termination of employment and/or referral to law enforcement ~~.~~
V. ~~This~~ This Town issued credit card must be used in accordance with all Town policies, procedures and guidelines respecting government purchasing and the use of Town issued credit cards as such policies, procedures, and guidelines may from time to time be issued and amended. The undersigned acknowledges that it has received, read and will comply with all terms and conditions of the Town Issued Credit Card Policy.
~~V.~~VI. Cardholders must comply with internal control procedures, including retaining receipts and identifying accounts to be charged.
~~VI.~~VII. An employee must return his or her Town-issued credit card immediately upon separation from employment, or upon request at any other time by the Town Manager or his/her designee or the Department Director of the employee's department.~~, Department Head, or the Town Manager or his/her designee.~~

As the holder of this card, you are responsible for its protection and safekeeping. If this Town issued credit card card is lost or stolen, you are required to contact your Department Director and the Town Manager ~~Head and Town Manager~~ immediately.

______________________________ ______________________________
Signature of Cardholder Date

Effective September ??, 2018~~14, 2017~~