



Lanesborough Village Fire & Water District

Debit Card Policy

Purpose

To establish the Policy and Procedures for the use of District debit cards by employees.

These procedures are intended to accomplish the following:

- To ensure that procurement with debit cards is accomplished pursuant to the policy and procedures established by the Water Commissioners.
- To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below.
- To ensure appropriate internal controls are established for procuring with debit cards so that they are used for authorized purposes only.
- To ensure that the District bears no legal liability from inappropriate use of District debit cards.

Policy

1. The Water District Superintendent in consultation with the Treasurer will make all decisions regarding the issuance of individual debit cards and the establishment and all additional controls of their use. Any purchase greater than \$500 must have prior approval by the Treasurer. Typically the Treasurer keeps approximately \$1,000 in the Unibank debit card account.
2. The District debit card is only to be used for the following purchases:
 - a) Fuel (not purchased through the District's gas card), materials, supplies, and equipment only when a purchase order cannot be issued.
 - b) Registrations for training, conferences, and other work-related activities.
 - c) Travel and training expenses with single meal expenses not to exceed \$50 per employee with no reimbursement for alcohol.
 - d) Other items specifically authorized by the Water District Superintendent.
3. The debit card will not be used for personal purchases of any kind. Use of debit cards for personal purchases or expenses with the intention of reimbursing the District is prohibited and will result in disciplinary action.
4. Use of the card for meals when traveling is limited to travel outside of Town where at least one overnight stay will occur or when the meal is for business purposes only as directly related to the operation of the District and with prior approval of the Water District Superintendent. There will be no charges allowed for alcohol or entertainment.
5. No cash advances (ATM, traveler's checks, money orders, etc.) or purchase of gift certificates are allowed using the debit card.



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6. Cardholder should take all measures necessary to ensure the security of the debit card and the card number.
7. Lack of proper documentation or authorizations may result in loss of debit card privileges and/or personal liability.

Procedure

1. Authorized cardholder must sign the “District Debit Card Employee Agreement” prior to issuance of the debit card. Forms will be kept on file with the Treasurer and in personnel files.
2. When using the Town debit card, the cardholder should:
 - a) Ensure the goods or services are budgeted and allowable.
 - b) Determine if the intended purchase is within the cardholder’s debit card limits.
 - c) Tell the merchant or supplier that the purchase will be made using the debit card issued through the Lanesborough Village Fire & Water District.
 - d) Inform the merchant that the purchase is tax-exempt. The tax-exempt number is 046-003-098.
 - e) Review the receipt before leaving the store and request a credit if taxes were charged in error. If taxes are still charged to the debit card, it will be the cardholder’s responsibility to reimburse the District for taxes paid.
 - f) For all purchases using the District’s debit card, the cardholder shall ensure that a receipt is provided which will be turned over to the Treasurer to be reconciled with the debit card monthly statement. Failure to do so will result in the debit cardholder being responsible for the payment of that purchase.
3. The District reserves the right to collect payment for unauthorized expenditures from the cardholder.
4. The cardholder is responsible for managing any returns or exchanges to ensure proper credit is received for returned merchandise. The cardholder should contact the vendor to obtain instructions for returns and make sure that proper credit is received.

Cardholder Security

It is the cardholder’s responsibility to safeguard the debit card and account number to the same degree that a cardholder safeguards his/her personal credit information. A violation of this trust may result in that cardholder having his/her card withdrawn and/or disciplinary action.



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If a card is lost or stolen the cardholder shall immediately notify the Treasurer. A new card will be issued after the reported loss or theft. A card that is subsequently found by the cardholder after being reported stolen shall be delivered to the Treasurer for disposal.

An employee may have two cards replaced due to loss or theft, after that the employee may have his/her debit card privileges revoked.

Approval Date	
Revision Date	
Revision Date	
Revision Date	



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District Debit Card Employee Agreement

I, hereby acknowledge receipt of a Lanesborough Village Fire & Water District Debit Card, ending in _____.

As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the District's Credit Card Policy, as may subsequently be revised. I acknowledge receipt of the Policy and I have read and understand its terms and conditions. I understand the Lanesborough Village Fire & Water District is liable to the financial information for all charges made by me.

As the holder of this debit card, I agree to accept responsibility for the protection and proper use of this card as outlined in the regulations. I understand that the District will audit the use of this debit card. I understand that I am responsible for retaining all receipts for processing to the Treasurer and that failure to provide receipts may result in personal liability. I understand that I cannot use the debit card for personal use even if the intent is to reimburse the District.

I further understand that improper use of this debit card may result in disciplinary action, up to and including termination of employment and in accordance with applicable Collective Bargaining Agreement and/or District Personnel Policy. I also agree to allow the Lanesborough Village Fire & Water District to collect any amounts owed by me even if I am no longer employed by the District.

If the District initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the District in such proceedings.

I agree to return the debit card to the Lanesborough Village Fire & Water District immediately upon request or upon termination of employment.

Print name: _____

Signature: _____

Date: _____

Cc: Copy to Personnel file