



MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Heather Meacham, Finance Director

SUBJECT: Credit Card Policy

DATE: June 13, 2016

Background: The Town did not have an existing Credit Card Policy. This needed to be created to provide guidance and clarification around best practices for town employees using credit cards issued by the Town of Pittsboro. The policy covers the Visa credit cards issued via BB&T and the gas cards issued via WEX. It will apply to any future credit cards issued by the Town.

Please find attached the Credit Card Policy.

Action Requested: That the Board of Commissioners adopt the attached resolution approving the Credit Card Policy.

A RESOLUTION APPROVING THE CREDIT CARD POLICY

WHEREAS, the Town of Pittsboro needed a Credit Card Policy to provide guidance and clarification around best practices for credit card use; and

WHEREAS, the Town of Pittsboro recognizes that policies promote long-term stability by establishing clear and consistent guidelines; provides the Board of Commissioners and the Town's professional management a standard for best practices; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Pittsboro that the Credit Card Policy is hereby accepted, adopted and placed on file with the Town Clerk.

Cindy S. Perry, Mayor

Alice F. Lloyd, CMC, NCCMC, Town Clerk