

## TOWN DEBIT CARD POLICY

The Town has approved the issuance of two debit cards; one in the name of the Treasurer and one in the name of the Town Administrator/Deputy Treasurer. Both cards are kept in the safe until needed.

The balance in the bank account to which the debit card is attached shall maintain a minimum balance, until needed, equal to or less than ONE HUNDRED DOLLARS. When a need for the debit card arises, the Treasurer shall request a transfer of funds from the Treasurer into the debit card account. The amount is based on the estimated cost of the purchase. For any purchases exceeding \$500.00, the Town Administrator shall obtain signatures from TWO Selectmen authorizing use of the debit card (See Exhibit A) in advance. Purchases less than \$500.00 can be made by the Town Administrator, without per-authorization by the Board of Selectmen. Upon receipt of the authorization the Treasurer will then transfer the funds into the debit card account. Following the purchase of the approved item(s), a Warrant Attachment will be included with the weekly warrant showing said purchase(s) and invoice for the Board of Selectmen to review. Excess funds that are not spent are transferred back into the Town's account.

The issuing bank does not limit the amount that a debit card can be used for. However, Town policy requires the Board of Selectmen to obtain bids for any single purchase estimated to cost \$5,000 or more.

Adopted: June 13<sup>th</sup>, 2013/ August 20, 2015/ February 6, 2018



Elise Miller, Chairman



Edward Walsh



Kimberly Stacey-Horn

Board of Selectmen, Assessors, and Overseers of the Poor

**Town of Acton**

**Authorization for use of Debit Card**

User: \_\_\_\_\_

Purpose: \_\_\_\_\_

Amount not to exceed: \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date of Request

**Purchase Authorization:**

\_\_\_\_\_  
Town Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman (If Over \$500.00)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman (If Over \$500.00)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman (If Over \$500.00)

\_\_\_\_\_  
Date