

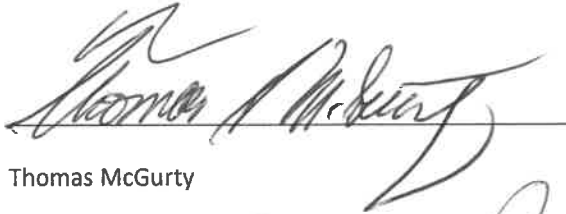
TOWN DEBIT CARD POLICY

The Town has approved the issuance of two debit cards; one in the name of the Treasurer and Town Administrator.

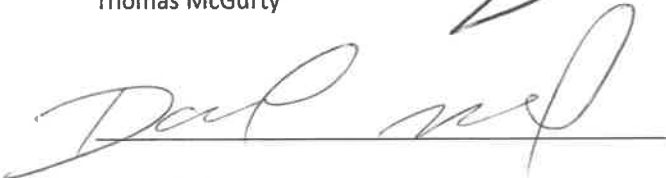
The balance in the bank account to which the debit card is attached shall maintain a balance of \$1,000.00. For any purchases exceeding \$1,000.00, the Town Administrator shall obtain signatures from TWO Select Board Members authorizing use of the debit card (See Exhibit A) in advance. Purchases less than \$1,000.00 can be made by the Town Administrator without per-authorization by the Select Board Members. It will be replenished when depleted.

Adopted: June 13th, 2013/ August 20,2015/February 6, 2018/November 8,2023

David Winchell Jr., Chairman



Thomas McGurty



Daniel Norwood



Edward Walsh

Select Board Members, Assessors, and Overseers of the Poor

Town of Acton
Authorization for use of Debit Card

Card Holder _____

Purpose _____

Amount not to exceed: \$ _____

Account number/Expense code: _____

Department Head Signature

Date of request

Purchase Authorization:

Town Administrator

Date

Select Board Member

Date

Select Board Member

Date

Select Board Member

Date

Select Board Member

Date