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## Town Of Limerick

55 Washington Street  
Limerick, ME 04048

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### **Municipal Credit Card Policy**

The Select Board has established this Municipal Credit Card Policy permitting the use of the Town-issued Credit Card, Amazon and Sam's club to authorized Personnel as determined by the Select Board.

Authorized user for the Town of Limerick is the Treasurer.

The following procedure will followed when requesting the use the above programs.


1. Approval by two (2) Select Board members shall be required for authorization.
2. The department using the Town's Credit Card, Amazon or Sam's Club must submit a purchase order, receipts, documentation detailing the goods or services being purchased, cost, date and the official business explanation thereof.
3. Above said receipts must be submitted to the Treasurer the day of or the next business day following the date of purchase to reconcile against the monthly credit card statement.
4. Sams and Amazon are automatically charged to the Town's Credit Card. The Treasurer shall be notified of all orders from Sams and Amazon.

5. Municipal Credit Card users authorized by the Select Board must notify vendors or merchants the Municipal Credit Card transaction is exempt from Maine Sales and Use Tax (tax exempt certificate) available if used for the goods or services in the State of Maine.
6. The credit card is the responsibility of the Treasurer and must never leave the Town Office.
7. The limit on the credit card is \$7,500.00.
8. There will be no exceptions to this policy.

APPROVED AND ACCEPTED October 24, 2022

LIMERICK SELECT BOARD:

  
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