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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, Sam's Club & Staples to authorized Personnel as determined by the Select Board.

The authorized user for the Town of Limerick is the Treasurer.

The following procedure will be followed when requesting the use of 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, Sam's Club or Staples must submit a purchase order, receipts, documentation detailing the goods or services being purchased, cost, date and the official business explanation thereof.
3. Above 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. Sam's Club, Staples and Amazon are automatically charged to the Town's Credit Card. The Treasurer shall be notified of all orders from Sam's Club, Amazon and Staples. Number 1 is exempt from these companies/stores for purchase.

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 \$15,000.00.
8. There will be no exceptions to this policy.

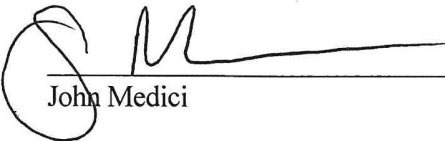
Updated- July 15, 2024

APPROVED AND ACCEPTED: July 15, 2024 Date

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