



Village of Schuylerville

35 Spring Street • Schuylerville NY 12871 • ph: 518-695-3881

office@villageofschuylerville.org

The proposed village of Schuylerville Debit card policy

1. Debit cards may only be used by the following persons;
 - a. Department Heads
 - b. The Village Clerk
 - c. The Clerk Treasurer
 - d. The Mayor
 - e. Trustees
2. Debit cards will be signed out only by the person whose name is on the card. Upon signing out the card, the person using the card must give a voucher for the item and include a description and the cost of the item on the sign out list.
3. The card must be returned immediately after the purchase is completed and the card must be signed back in and returned to the safe.
4. The person using the card **MUST** ensure that they only purchase sales tax exempt. Any person who fails to do this will be personally responsible for the sales tax charged.
5. The debit card shall be a specific bank account, not linked to any other account. This account will be reconciled monthly with all appropriate reports from the treasurer.
6. Any charges paid during the month with the debit card **MUST** be audited by the board the same way that any other prepaid invoice is reviewed.
7. The original receipt must be included with the return of the card, signed by the purchaser, which shall include detail regarding the purchased item(s). Failure to turn in the original receipt may result in the purchaser being held responsible for the cost of the item(s) purchased.
8. All debit cards will be stored in the safe at all times when not being used.
9. Any purchases must comply with the Village of Schuylerville procurement policy.