S T A T E O F N E W Y O R K

5619

2009-2010 Regular Sessions

I N A S S E M B L Y

February 13, 2009

Introduced by M. of A. MOLINARO, WALKER, RAIA -- Multi-Sponsored by -- M. of A. BARCLAY, FINCH, O'DONNELL, SAYWARD, TEDISCO -- read once and referred to the Committee on Local Governments

AN ACT to amend the general municipal law, in relation to credit card, travel and employee reimbursement policies by municipal corporations, district corporations and school districts

THE PEOPLE OF THE STATE OF NEW YORK, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. The general municipal law is amended by adding a new section 21-a to read as follows:

S 21-A. CREDIT CARD, TRAVEL AND EMPLOYEE REIMBURSEMENT POLICIES. 1. EVERY MUNICIPAL CORPORATION, DISTRICT CORPORATION OR SCHOOL DISTRICT, FOR THE PURPOSE OF MAINTAINING EFFECTIVE INTERNAL CONTROLS, SHALL:

(A) ESTABLISH A WRITTEN PROTOCOL FOR USING AND MONITORING MUNICIPAL OR DISTRICT CREDIT CARDS AND ENSURING THAT CREDIT CARD BILLS ARE RECEIVED;

(B) THOROUGHLY REVIEW CREDIT CARD CLAIMS AND RECONCILE CREDIT CARD STATEMENTS WITH RECEIPTS TO ENSURE ALL PURCHASES ARE LEGITIMATE;

(C) CREATE WRITTEN TRAVEL AND EMPLOYEE EXPENSE REIMBURSEMENT POLICIES AND PROCEDURES; AND

(D) THOROUGHLY EXAMINE ALL TRAVEL AND REIMBURSEMENT EXPENSES AND DOCUMENTATION.

2. EACH SUCH MUNICIPAL CORPORATION, DISTRICT CORPORATION OR SCHOOL DISTRICT SHALL INVESTIGATE QUESTIONABLE PURCHASES, AND TRAVEL AND EXPENSE REIMBURSEMENTS, AND RECOVER FUNDS ATTRIBUTED TO UNAUTHORIZED EXPENDITURES, AS APPROPRIATE. ALL TRANSACTIONS RELATING TO CREDIT CARD PURCHASES AND TRAVEL AND EMPLOYEE REIMBURSEMENT SHALL BE MADE AVAILABLE FOR PUBLIC INSPECTION.

S 2. This act shall take effect on the one hundred eightieth day after it shall have become a law.

EXPLANATION--Matter in ITALICS (underscored) is new; matter in brackets [ ] is old law to be omitted.

LBD07100-01-9