

RESOLUTION 2014-10
RESOLUTION REGARDING THE USE OF CREDIT CARDS

WHEREAS, [Public Act 266 of 1995](#) authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Rollin Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

(a) The treasurer is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

(b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.

(c) Township officers and employees who use a township credit card shall, within 72 hours, submit a copy of the vendor's credit card slip to Treasurer. The employee shall submit an itemized receipt that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the issuing officer shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to issuing officer upon termination of his or her employment or service with the township.

(f) The issuing officer shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The issuing officer shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

(g) The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices .

(h) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 30 days of the initial statement date.

(i) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the township board:

- verbal counseling
- written reprimand
- suspension
- termination
- reimbursement to the township for unauthorized expenditures.

Motion to approve made by _____ and supported by _____ at the regular meeting of the Rollin Township Board on _____, 2014.

The results of a roll call vote were: Ayes _____

Nays: _____

I, Denice Combs, Clerk, certify this to be a true copy of the resolution:

Signed _____ Clerk

Date: _____