

## Resolution - Policy & Use of Credit Cards

Whereas, Public Act 266 of 1995 authorizes a government municipality to be a part 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, Geneva Township deems it is in the best interest of the Township to make certain transactions by using credit card as described in the ACT,

Now Therefore Be It Resolved, that the Credit Card Policy developed by the Township Supervisor and presented on June 8, 2004, be adopted as the Geneva Township Credit Card Policy.

The foregoing resolution offered by Board Member Nancy Whaley. Second offered by Board Member Robert Trowbridge.

Upon roll call vote the following members voted:

Yes: Funk, Trowbridge, Primmer, Gumpert, Whaley.

No: None

Supervisor declared this a true and accurate statement of resolution and adoptions June 8, 2004.

**Geneva Township Credit Card Policy**  
**June 8, 2004**

SCOPE: Township Elected Officials, and employees that use Township credit card

PURPOSE: To protect the Township, it's officers and employees from improper use or loss of the Township credit cards.

POLICY/PROCEDURE The policy of Geneva Township shall govern the use of township credit cards:

- a. The Supervisor or their designee 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. All purchases made with a Township issued credit card are subject to the Township Purchasing Policy.
- c. Township officers or employees who use a township credit card, shall submit a copy of the vendor credit card slip to the Supervisor. If no credit slip was obtained that described transaction, the employee or officer shall submit a signed voucher that shows the name of the vendor or entity from which the goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction. The Supervisor or their designee shall attach the credit slip or voucher to the credit card billing for payment.
- d. An officer, 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 Supervisor shall be notified and the issuing entity of the lost or stolen card shall be immediately notified to cancel the card.
- e. An officer, official or employee issued a credit card shall return the card to the Supervisor upon end of their term or employment.
- f. The Supervisor shall maintain a list of all Township owned credit cards. The list shall indicate the credit limits, issued and return dates if applicable and an initial area. Cards issued for one time purchases shall immediately be returned to the Supervisor, however if a card is issued for a period of time, the officer or employee shall initial the list indicating agreement that a card has been issued and that they have received and read a copy of this policy. The Supervisor or their designee shall review each credit card statement to ensure that transaction complies with this policy. Any transactions that appear on the statement that are not documented with a credit card slip or a signed voucher shall be immediately reported to the Township Board.
- g. The Township Board shall not approve a payment to the entity issued the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.
- h. The balance on all credit cards shall be paid monthly with normal check issuing methods, in order to avoid any interest charges.
- i. Officer, officials 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.

Policy adopted this 8th day of June, 2004.