

**VEVAY TOWNSHIP
CREDIT CARD POLICY and RESOLUTION
RESOLUTION NO. 17-09**

At a regular meeting of the Vevay Township Board of Trustees, the following preamble and resolution was offered by Kean and was supported by Lacasse:

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 Vevay 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 the Township credit cards:

- a) The Supervisor 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 (Supervisor, Clerk and Treasurer) of the Township for the purchase of goods or services for the official business of the Township. The use of credit card is limited to budgeted and authorized purchases.
- c) Township officers who use a Township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Clerk. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher 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. AH credit card SUPS shall include this information as well, Vouchers shall also include a statement why a credit card slip was not obtained.
- d) An official 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. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- e) An officer issued a credit card shall return the credit card to the Supervisor upon termination of his or her employment or service with the Township.
- f) The Supervisor 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 line 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 has been issued, and that the employee has received and read a copy of this policy.

The Supervisor 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 or a signed voucher 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 if issued.

h) The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 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.

j) Other matters the Township board may consider advisable to address in the credit card policy may include:

Establishing a \$3000 limit on the total amount of outstanding charges per Township Official.

BE IT FURTHER RESOLVED, that any Credit Card Policy or parts thereof in conflict with the provisions of this Credit Card Policy are hereby repealed to the extent of such conflict.


Roll Call Vote:

Ayes: Lacasse, Lazet, Sherwood, Ramey and Kean

Nays: None

Absent: None

I, JoAnne Kean, Clerk of the Township of Vevay, hereby certify that the forgoing policy was adopted duly adopted by the Vevay Township Board of Trustees at a Regular meeting held on Monday, June 12, 2017.


JoAnne Kean, Clerk