

# **Resolution 18-11-27-01**

## **CREDIT/DEBIT CARD USE POLICY RESOLUTION**

At a regular meeting of the Waterloo Township Board of Trustees on November, 27, 2018, the following preamble and resolution was offered by Walz and was supported by Kitley:

WHEREAS, Public Act 266 of 1995, MCL 129.241, et seq authorizes Waterloo Township to be a party to a \*credit/debit card (\*going forward to be referred to as the card) arrangement if the township board has adopted by resolution a written policy governing the control and use of credit/debit cards, and

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

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

- (a) The Waterloo Township Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's card policy.
- (b) Township 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.

#### Financial limits:

- Any amount over \$500 must have prior Waterloo Township Board approval
- All cards have \$1,000 credit limit

The use of card is limited to the following circumstances:

- General supplies/training and training materials relating to Township needs
- (c) Township officers and employees who use a township card shall, as soon as possible, submit a copy of the vendor's card slip to the Clerk. If no 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 and the official business that required the transaction. All card slips shall include this information as well.
  - (d) An official or employee who is issued a card is responsible for its protection and custody. If a card is lost or stolen, the Clerk shall be notified. The entity issuing the lost or stolen card shall be immediately notified to cancel the card.
  - (e) An officer or employee issued a card shall return the card to Clerk upon termination of his or her employment or service with the township.
  - (f) The Clerk shall maintain a list of all cards owned by the township, along with the name of the officer and employee who has been issued the 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 card has been issued, and that the employee has received and read a copy of this policy.

The Clerk shall review each 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 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 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 card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the Township Board:

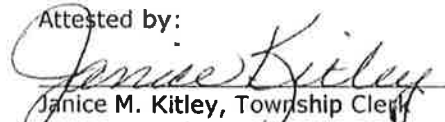
- written reprimand
- Reimbursement to the township for unauthorized expenditures.

Upon a roll call vote, the following voted:

AYE: Walz, Kitley, Lance, Morency, McAlister. NAY: 0

The Supervisor declared the resolution adopted.

Attested by:

  
Janice M. Kitley, Township Clerk

Date: 11/27/2018