

## **Delta Township Compiled Policy Manual**

<b>Title:</b>	<b>Credit Card Use Policy</b>
<b>Adoption Date:</b>	<b>March 7, 2005</b>
<b>Revision Date:</b>	

**General Purpose:** To establish guidelines for the use of Township owned credit cards for purchases of goods or services per Public Act 266 of 1995.

**Summary Statement of Policy:** This policy shall govern the use of township credit cards. Township credit cards may be used by an officer or employee of the township for the purchase of goods or services for the official business of the township. It will establish the procedures for card distribution, spending limits and reporting responsibilities of the card holder.

**Actual Policy as written:**

The Township Manager is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

Township credit cards may be used only by an authorized officer or employee of the township for the purchase of goods and services for the official business of the township. All credit card slips shall include the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, what was purchased, and the appropriate account number indicating where the transaction is to be charged.

Township officers and employees who use a township credit card shall accumulate their vendor's credit slips to reconcile with the card company statement when it is presented for payment. If no credit card slip was obtained that described the transaction, the employee shall submit a signed statement that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, what was purchased, the official business that required the transaction, and the appropriate account number indicating where the transaction is to be charged. Vouchers shall also include a statement why a credit card slip was not obtained. (Ordered over internet, phone, etc.) If a confirmation number or statement is received, it must be attached to signed statement. All vendors are to be advised of Delta's tax exempt status.

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 Township Manager shall be notified immediately. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

The Township Manager shall maintain a list of all credit cards owned by the township, along with the name of the officer or employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each officer or employee shall initial the list beside his/her name to indicate agreement that the credit card has been issued and that the officer

or employee has received and read a copy of this policy. The Township Manager 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 statement shall be immediately investigated by the Township Manager or his/her designee.

The Township Board shall not approve a payment to the entity issuing the credit cards until all transactions have been verified, including the approval of all transaction invoices if issued.

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.

Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to discipline as deemed appropriate by the Township Manager. Reimbursement to the township will be required for unauthorized expenditures.

The total combined authorized credit limit of all credit cards issued by the township shall not exceed 5% of the total budget for the current fiscal year. The township may include in its budget and pay the balance due on any credit cards, including the annual fee and interest.