

# CREDIT CARD USE POLICY

TOWNSHIP OF SCIOTA

Policy No. 2022-01 (Repealing No. 2018-01)

## I. SCOPE

This Policy applies to every person authorized to possess and/or use a credit card issued by Sciota Township.

## II. PURPOSE

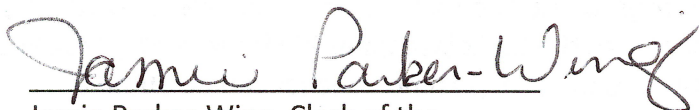
This Credit Card Use Policy is adopted to allow Sciota Township personnel access to efficient and alternative means of payment for approved expenses, especially those expenses related to ~~travel~~, education, office expenses, online registrations, and professional services. In addition, this Policy is established to provide internal controls to prevent the use of a Township credit card for unauthorized purchases.

## III. POLICY

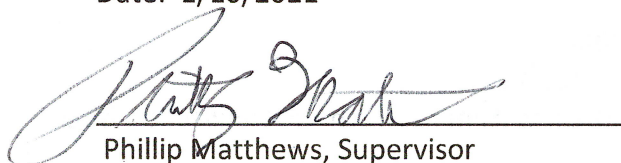
- i. The Sciota Township Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's Credit Card Use Policy.
- ii. Township credit cards may be used only by an officer, employee, or designated individual of the Township for the purchase of goods or services for the official business of the Township.
- iii. All authorized users of a Township credit card shall submit a copy of the vendor's credit card slip to the CLERK within 2 days of new purchase. (1) If no credit card slip/receipt/voucher was received or was lost, the USER is responsible for securing a receipt of the credit card sale within 2 days of purchase. (2) If no voucher can be obtained, the user shall submit within 2 days of purchase:
  - a) a signed voucher depicting the name of the vendor or entity from which goods or services were purchased,
  - b) the date and the amount of the transaction,
  - c) the official business which required the transaction,
  - d) the chart of accounts purpose indicating the line item to which the transaction is to be charged {if known}, and
  - e) should a credit card receipt be lost without the ability to get an additional receipt, the voucher shall also include a statement as to why the credit card slip/receipt/voucher was not initially obtained.
- iv. An officer, employee or designated person who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Clerk shall be notified immediately after the discovery. The clerk will contact the banking entity immediately to cancel the card or place a hold on the card until it is found.
- v. Township credit card users must notify suppliers or merchants that the purchase is exempt from *Michigan Sales and Use Tax* if it is used for the purchase of goods or services in the State of Michigan. A copy of the *Sales and Use Tax* exemption form is available on The Township of Sciota website or email the clerk for a copy.
- iv. An officer, employee or designated person issued a credit card shall return the credit card to the Clerk upon termination or separation from the Township. The Clerk shall

**III. POLICY (continued)**

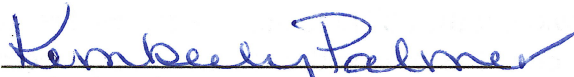
- iv. maintain a list of all credit cards owned by the Township, along with the name of the officer, employee or designated user who has been issued the credit card, the credit limit, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that user has received and read a copy of this Credit Card Use Policy.
- vi. The Clerk shall review each credit card statement within 2 days of receipt to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a signed credit card slip/receipt/voucher, shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Township Board by the Clerk.
- vii. The Township Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including 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, barring a legal dispute with a credit card supplier.
- viii. Officers, employees, or designated users who use a Township credit card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination, reimbursement to the Township for unauthorized expenditures, legal action, or criminal liability.



Jamie Parker-Wing, Clerk of the  
Township of Sciota  
Date: 1/10/2021



Phillip Matthews, Supervisor



Kimberly Palmer, Treasurer



Michael Reed, Trustee

ABSENT  
Vaughn Vondrasek, Trustee

