

Belknap Township
Credit Card Use
Policy and Procedures

CLERK'S CERTIFICATION

I, Terry L. Basel, duly appointed and acting Township Clerk for the Township of Belknap, Hawks, Michigan, do hereby certify that the above is a true and exact copy of a Policy adopted by the Township of Belknap at their regular meeting of October 26, 2015.

Dated: October 26, 2015

Terry L. Basel
Township Clerk

The Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy. The Township credit card may be used only by the Clerk, a designated officer or an employee of the township for the official business of the township in accordance with this policy.

The use of credit card is limited to the following circumstances:

- Purchase of capital outlays up to \$3,000.00,
- Purchase of goods or services, or
- For Registration Fees, Travel, Meals and Accommodations while on township business (excluding expenses incurred in operating a privately owned automobile)

NOTE: No personal costs charged to the card are allowed by the Officer/Employee.

Township officers and employees who use a township credit card shall, within 10 days, submit a completed credit card voucher (Attachment 1) with the vendor's credit card slip, attached to the Treasurer.

A completed credit card voucher shall include:

1. The Officer/Employee users signature,
2. The name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction,
3. 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, and
4. If no credit card slip was obtained, a brief description as to why a credit card slip was not obtained.

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 Treasurer shall be notified, immediately and the entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

An officer or employee issued a credit card shall return the credit card to the Clerk upon termination of his or her employment or service with the township.

The Clerk 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 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 credit card has been issued, and that the employee has received and read a copy of this policy.

The Treasurer shall review each credit card statement within 30 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 voucher credit card shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Township Board.

The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid within 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 disciplinary action, including possible termination of employment, reimbursement to the township for unauthorized expenditures, legal action or criminal liability.

Belknap Township - Credit Card Voucher

Date of purchase: _____

Vendor or entity from which goods or services were purchased:

Description of the official business that required the transaction: _____

Chart of account number(s):

If no credit card slip was obtained, a brief description as to why a credit card slip was not obtained:

User's Signature	Card Holder's Signature (If different from User)
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Revised 9/15

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Date of purchase: _____

Vendor or entity from which goods or services were purchased:

Description of the official business that required the transaction: _____

Chart of account number(s):

If no credit card slip was obtained, a brief description as to why a credit card slip was not obtained:

User's Signature	Card Holder's Signature (If different from User)
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