

**Policy 2009-03
Georgetown Charter Township
Credit/Debit Card Policy**

Initially adopted with motion #010709-07 Credit/Debit Card Policy Resolution (PA 266 of 1995)

Adopted June 8, 2009 with motion #090608-12

Revised May 24, 2010 with motion #100524-04

Revised February 28, 2011 with motion #110228-05

Revised August 26, 2013 with motion #130826-04

Revised December 8, 2014 with motion #141208-04

Revised February 9, 2015 with motion #150209-05

Township use of a credit/debit card to make certain financial transactions:

**RESOLUTION FOR THE TOWNSHIP TO MAKE CERTAIN TOWNSHIP FINANCIAL
TRANSACTIONS BY USING A CREDIT/DEBIT CARD (PA 266 OF 1995)**

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit/debit 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 Georgetown Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit/debit card as described in the Act, now

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

- (a) The Superintendent of the Township is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit/debit card policy.
- (b) Township credit/debit cards may be used only by an employee of the township for the purchase of goods or services for the official business of the township. The use of credit/debit card is limited to the following circumstances:
 - Purchase Library materials up to \$2,000 a month by the Library Director.
 - Purchase Township materials or services up to \$5,000 a month by the Township Superintendent.
 - Purchase Township services up to \$1000.00 a month by the Code Enforcement Officer or assistant.
- (c) Township employees who use a township credit/debit card shall, as soon as possible, submit a copy of the vendor's credit/debit card slip to the Superintendent. If no credit/debit 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. All credit/debit card slips shall include this information as well. Vouchers shall also include a statement why a credit/debit card slip was not obtained.
- (d) An employee who is issued a credit/debit card is responsible for its protection and custody. If a credit/debit card is lost or stolen, the Township Superintendent described shall be notified. The entity issuing the lost or stolen credit/debit card shall be immediately notified to cancel the card.
- (e) An employee issued a credit/debit card shall return the credit/debit card to Township Superintendent upon termination of his or her employment or service with the township.

- (f) The Township Superintendent shall maintain a list of all credit/debit cards owned by the township, along with the name of the employee who has been issued the credit/debit 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/debit card has been issued, and that the employee has received and read a copy of this policy. The Township Superintendent shall review each credit/debit 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/debit 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/debit card until all transactions have been verified, including the approval of all transaction invoices if issued.
- (h) Employees who use a Township credit/debit 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.
- (i) Other matters the township board considered advisable to address in the credit/debit card policy includes:
 - establishing limits on the total amount of outstanding charges to \$2,000 a month naming Pam Myers and \$5,000 a month naming Daniel Carlton as the only ones authorized to use this credit/debit card.

RESOLUTION FOR THE ACCEPTANCE OF PAYMENTS BY FINANCIAL TRANSACTION DEVICE (PA 280 OF 1995)

WHEREAS, the adoption of a resolution authorizing the acceptance of payments by financial transaction devices is within the purview of the Township Board pursuant to PA 280 of 1995; and

WHEREAS, the Superintendent of Georgetown Township has determined acceptable financial transaction devices include: VISA, MASTERCARD, DISCOVER CARD, AMERICAN EXPRESS, AND DEBIT CARDS OR ELECTRONIC FUND TRANSFERS.

NOW THEREFORE, LET IT BE RESOLVED that effective immediately Georgetown Township authorized the use of financial transaction devices and authorized the Superintendent to proceed to implement their use according to the following policy:

Financial transactions that may be made by a financial transmission device shall include:

1. transactions within the ice arena, library, **cemetery, parks,** Senior Center and Transportation;
2. any other transaction, provided an administrative fee is added to cover all associated transaction costs.

The following department staff are authorized to accept such payments by financial transaction devices:

1. all departments and personnel approved by the Superintendent.