

RESOLUTION USE OF CREDIT CARD AS PAYMENT METHOD

MAPLE GROVE TOWNSHIP

SAGINAW COUNTY, STATE OF MICHIGAN

Minutes of a regular meeting of the Township Trustees of Maple Grove Township, Saginaw County, State of Michigan, held on the 15th day of March, 2020 at 7:00 p.m., prevailing Eastern Time.

RESOLUTION #: 03-2021-02

PRESENT: Supervisor Krupp, Treasurer Yaros, Clerk Yaros, Trustee Peterman and Trustee Wendling.

ABENSET: None.

The following preamble and resolution were offered by Treasurer Yaros and supported by Trustee Wendling.

The treasurer 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 officer or employee of the township for the purchase of goods or services for the official business of the township.

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

- Purchase of goods of services from online vendors already allocated in the township budget or approved by the Township Board
- For travel, meals and accommodations while on township business (excluding expenses incurred in operating a privately owned automobile)
- Gas, oil and other necessary expenses incurred in operating a township-owned vehicle
- Internet and TV Expenses

Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the clerk. If no credit card slip/receipt 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 card slips/receipts shall include this information as well. Vouchers shall also include a statement why a credit card slip/receipt 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. 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 Treasurer upon termination of his or her employment or service with the township.

The Treasurer 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 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.

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

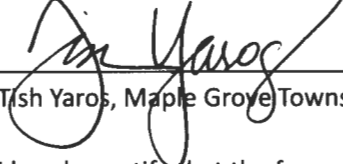
The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the township for unauthorized expenditures, legal action or criminal liability.

AYES: Supervisor Krupp, Treasurer Yaros, Clerk Yaros, Trustee Peterman and Trustee Wendling.

NAYS: None.

RESOLUTION DECLARED ADORTED.



Tish Yaros, Maple Grove Township Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Trustees of Maple Grove Township, Saginaw County, State of Michigan, at a regular meeting held on March 15, 2021, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.