

TOWNSHIP OF MUNISING  
CREDIT CARD USE POLICY

I. SCOPE

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

II. PURPOSE

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

III. POLICY

- a. The Munising Township Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's Credit Card Use Policy.
- b. 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.
- c. All authorized users of a Township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Treasurer. If no credit card slip/receipt was obtained that described the transaction, the user shall submit a signed voucher that shows the name of the 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. Vouchers shall also include a statement why a credit card slip/receipt was not obtained.
- d. 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. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- e. Township credit card users must notify vendors or merchants that the purchase should be exempt from Michigan Sales and Use Taxes if it is used for the purchase of goods or services in the State of Michigan.
- f. 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.
- g. The Clerk shall 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 policy.
- h. 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/receipt 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.

- i. 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
- j. 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 of employment, reimbursement to the Township for unauthorized expenditures, legal action or criminal liability.