

ERIE TOWNSHIP
Erie, Michigan
ORDINANCE NO. 112

REGULATING THE USE OF CREDIT CARDS FOR TOWNSHIP BUSINESS

An Ordinance and Resolution to provide for the use of credit cards for conducting Township business by any Commission or Department of Erie Township.

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Erie Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

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

The Clerk 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 by an officer of the Township, Commission or Department head or their designee in the use of purchasing goods or services for official Township business.

Any individual authorized to use credit cards shall upon use of any credit card must immediately submit the original copy of the charge slip and invoice if available to the Township (No exceptions)

Any individual who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Township shall be notified immediately. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

The Clerk described above 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.

The Clerk described above 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 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.

Officers and employees who use a township credit 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.

At no time may a purchase of goods and /or services exceed the budget line item balance without first obtaining an approval for a budget amendment from the Township Board.

EFFECTIVE DATE

This Ordinance shall become effective within five (5) days since credit card use has been in effect and previously provided to all credit card users of the Township.

Effective date of this ordinance is five (5) days after adoption.

TOWNSHIP BOARD OF ERIE TOWNSHIP,
MONROE COUNTY
STATE OF MICHIGAN:

By: Gayle A. Burlen
Gayle A. Burlen, Erie Township Clerk

AUTHENTICATED:

By: Daniel J. Bonkoski
Daniel J. Bonkoski, Erie Township Supervisor

Dated Oct. 12, 2004

Adopted October 12 2004
Published October 25, 2004
Effective October 17, 2004

I, Gayle A. Burlen, do hereby certify that I am the duly elected and acting clerk of the Township of Erie, and I do hereby certify that this Ordinance #112 was adopted by the Township Board of the Township of Erie, Monroe County, Michigan, at a regular meeting of the Township Board held at the Erie Township Hall, Erie, Michigan, on the 12th day of October, 2004.

The vote on said Ordinance, 5 members being present and 0 members absent, was as follows:

Voting in Favor:	<u>Bonkoski</u>	<u>Gordy</u>
	<u>Burlen</u>	<u>LaPlante</u>
	<u>Baum</u>	
Voting Against:	<u>-0-</u>	
Abstain	<u>-0-</u>	
Absent	<u>-0-</u>	

I, Gayle A. Burlen, The Township Clerk of the Township of Erie, do hereby certify that this Ordinance #112 or a summary of it, was published on the 15th day of October, 2004 in the Monroe Evening News, located in the City of Monroe, Monroe County, Michigan, a newspaper of general circulation in the Township of Erie, within thirty (30) days after adoption of the Ordinance.

Gayle A. Burlen
Gayle A. Burlen, Erie Township Clerk

Attest:

Daniel J. Bonkoski
Daniel J. Bonkoski, Township Supervisor

Dated Oct 12, 2004