

Washington Township Credit Card Policy and Procedure

Adopted 3/24/08

Purpose

To establish the policies and procedures for the use of Township credit cards issued to Township employees or officials who purchase goods and/or services on behalf of the Township.

Scope

This policy is applicable to Township employees and officials who are approved by the Township Board to use a Township credit card to purchase goods and/or services on behalf of the Township. The decision of when a Township credit card is issued, and to which employee or official shall be responsible for such card, will be the sole discretion of the Township Board. The Township Board, in its sole discretion, may revoke any credit card from any cardmember at any time, with or without cause, and amend this Policy at any time.

Spending Limits

- Each Township credit card has an authorized single purchase limit as set by the Township Board and/or the credit card issuer. The total of a single purchase may be comprised of multiple items but cannot exceed the authorized single purchase limit as outlined in the **Washington Township Purchase and Bid Policy**. Payments for purchases are not to be split in order to stay within the authorized single purchase limit.
- Purchases must be within amounts budgeted and appropriated for by the Township Board.

Purchasing Restrictions

- Township credit cards are to be used exclusively for official township purposes and for the use and benefit of the Township.
- Township credit cards should not be used as the primary or preferred method of payment.
- Township credit card purchases are to be transacted in accordance with the Township's ordinances, policies, procedures, and practices.
- Township credit cards may not be used for personal use of any kind, cash advances, and/or any other purchase and/or use that is not for official Township purposes and for the use and benefit of the Township.

Cardholder Responsibility

Each Cardholder shall be responsible for the following:

- The Township credit card is used exclusively for official Township purposes.
- The Township credit card is only to be used by the named cardholder or the authorized user of the card as determined by the Township Board. No other person is authorized to use the card.
- In the event the cardholder leaves his/her employment with the Township or is transferred to another department in the Township, the cardholder must

immediately return the Township credit card to Supervisor. Any unauthorized charges will be the responsibility of the cardholder.

- Any time a credit card purchase is made, the cardholder must forward the credit card receipt / purchase record to the Supervisor or Clerk within three (3) business days.
- Notwithstanding any provision herein to the contrary, it is the cardholder's responsibility to ensure all purchase records / receipts attributable to use of the credit card are accurate and all items purchased are accounted for.

Washington Township is tax exempt and sales tax should not be charged. The cardholder is responsible for obtaining credit for any tax charged.

Compliance with the terms and conditions herein, as amended from time to time by the Board, and such additional limitations that may be imposed by the cardholder's department head.

Compliance with the attached Credit Card Account Agreement(s) must be maintained and said "Agreement" may be amended from time to time, to the extent said "Agreement" is applicable to the cardholder. A list of current credit cards held by the "township" and their associated "Agreement(s)" is attached hereto as Addendum A and incorporated herein.

Department Head Responsibility

- The department head, because of his/her knowledge of the job duties of the cardholder, is required to review Purchase Records / receipts and determine if the expenditure was for official Township use and allowed to be purchased in accordance with this Policy and any additional limitations imposed by the Department Head. The department head will forward Purchase Records to the Supervisor or Clerk's office.
- In the event the cardholder leaves his/her employment with the Township or is transferred to another department in the Township, the department head will collect any credit card and forward it to the Program Administrator.
- The department head shall immediately notify the Program Administrator in the event use of a credit card has been terminated.

Payment and Audit Procedures

- All credit card purchases and expenditures shall be reviewed by the Clerk's office and will be subject to audit by the Township Board.
- Final approval of reimbursement for any payments by a cardholder is the exclusive authority of the Township Board.

Lost or Stolen Credit Cards

- When a Township credit card is lost or stolen, or the cardholder has reason to believe that an unauthorized use of the credit card has occurred, the cardholder shall immediately notify the credit card issuer, the department head, and / or the Supervisor after discovery of the loss or theft. The cardholder shall also provide the Supervisor with a written report within two (2) business days that will include complete information on the loss, the date the loss was discovered, the location where the loss occurred, if known, the purchases that the cardholder had made prior

to the loss, and any other information that may be needed. The Supervisor, or his/her designee, must immediately verify that the credit card company has been notified of any lost or stolen credit card and/or unauthorized use. The Supervisor shall also immediately notify the credit card company of any termination of use of any credit card.

Discipline

- Improper use of a Township credit card, and/or a violation of this Policy and/or any limitations imposed by an employee's department head, by an employee may result in discipline, up to and including, discharge. Elected "Officials" who violate this policy may be reported to the State's Attorney's Office.

At Will Status

- Notwithstanding any provision herein to the contrary, nothing herein shall be construed as terminating and/or altering the "At Will" status of any Township employee.

Program Administrator

The Township Supervisor shall act as Program Administrator and actively manage the credit card accounts as set forth in the Agreement and shall perform such other duties assigned by the Township Board.