

Revised

## RESOLUTION 2017-1

### CREDIT CARD POLICY

Ordained by the Wabash Township Board of Tippecanoe County, Indiana that:

**WHEREAS, Wabash** Township Board is the governing body of Wabash Township Tippecanoe County, in the State of Indiana; and

**WHEREAS,** the Wabash Township Board of Tippecanoe County, Indiana so desires to establish a credit card policy and authorize its use for business purposes for the Township in accordance with Indiana State Law.

**NOW THEREFORE,** be it resolved by the Township board of Wabash Township, Wabash Township, Tippecanoe County, in the State of Indiana:

That the Township Credit Card Policy sets forth the guidelines that will be applied to all employees who use the Township credit card. This policy conveys Township expectations and procedures for the issuance, application, use, safeguarding, payment and termination of the Township credit card issued to the Trustee. This policy will be effective as of March 1, 2017. The Trustee and employees designated by the trustee are responsible for ensuring that they adhere to this Township Credit Card Policy, thereby taking appropriate measures to minimize the risk of fraudulent or corrupt credit card use. The Township credit card is meant to allow the Trustee or designated employees to efficient, flexible, and alternative means to payment for approved expenses.

The Township will issue no more than one (1) credit card to Trustee for use in their job. There shall be a credit card limit set of no more than five-thousand dollars (\$5,000). A reasonable annual fee may be paid. The trustee may authorize credit card use to an employee.

This policy sets out the acceptable and unacceptable uses of credit cards.

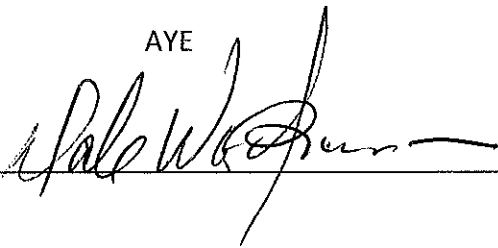

- The trustee and/or authorized employee in possession of the township credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed.
- Any credit card issued to the trustee and/or authorized employee must be used for business purposes only. Authorized employee must have prior approval before any purchases are made and must be returned to trustee. The credit card shall not be used for any non-business purpose.
- If a receipt is lost, a written description of the items and cost of the purchase must be maintained with each monthly credit card bill. Transactions are accessible in accordance with the Public Records Laws.
- The credit card may not be used to obtain cash.

- All credit card bills must be paid in full each month by township check, and not by automatic withdrawal.
- All measures shall be taken to ensure credit card bills are paid on time as not to incur finance fees, penalties, or late charges. Employee responsible for paying a bill late may be liable for such charges.
- Any rewards bonuses are township property.
- If any employee uses a township credit card for a personal purchase or any other purchase in violation of this policy will result in disciplinary action, up to and possibly including termination of employment. The employee will be expected to reimburse the township immediately, and reimbursement may be obtained via deduction from employee's next paycheck.
- This policy will remain in effect as long as there is a township credit card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement of this policy.

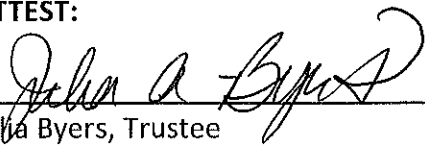
**PASSED and ADOPTED** by the Wabash Township Board of Tippecanoe County, in the state of Indiana, this day 20 of September 2017.

AYE

NAY

  
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**ATTEST:**

  
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Julia Byers, Trustee

## CREDIT CARD POLICY

The State Board of Accounts will not take exception to the use of credit cards by a township provided the following criteria are observed:

1. The township board must authorize credit card use through a resolution, which has been approved in the minutes.
2. Issuance and use should be handled by an official or employee designated by the board.
3. The purposes for which the credit card may be used must be specifically stated in the ordinance or resolution.
4. When the purpose for which the credit card has been issued has been accomplished, the card should be returned to the custody of the responsible person.
5. The designated responsible official or employee should maintain an accounting system or log which would include the names of individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned, etc.
6. Credit cards should not be used to bypass the accounting system. One reason that purchase orders are issued is to provide the fiscal officer with the means to encumber and track appropriations to provide the township board and other officials with timely and accurate accounting information and monitoring of the accounting system. An audit trail must exist for all transaction.
7. Payment should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documents such as paid bills and receipts must be available. Additionally, any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee should be the responsibility of that officer or employee.
8. If properly authorized, an annual fee may be paid.
9. The credit card may not be used to obtain cash.
10. Transactions are accessible in accordance with the Public Records Laws.
11. Credit Card Agreements should not contain references to debt.
12. Credit Card bills must be paid by township check, not automatic withdrawal.
13. Any rewards bonuses are township property

To: Wabash Township Board

From: Julia Byers, Trustee  
Wabash Township, Tippecanoe County

Subject: Credit Card Policy

Date: February 25, 2014

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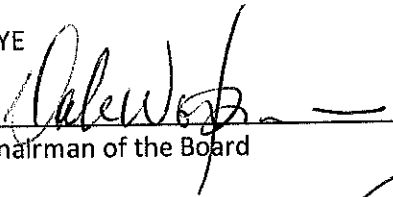
Attached to this memo is a copy of the recommended ""Credit Card Policy for Wabash Township."

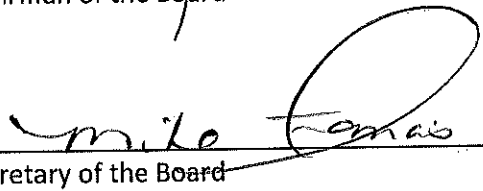
I am requesting the Township Board to adopt the attached "Credit Card" policy making it

Retroactive from Jan. 1, 2011 as per requirement of state statute.

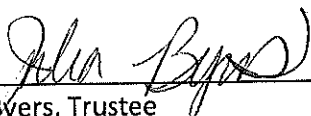
AYE

NAY

  
Chairman of the Board

  
Secretary of the Board

  
Member of the Board

  
Julia Byers, Trustee  
Wabash Township Tippecanoe County

**Wabash Township Trustee's Office  
Credit Card Policy**

In order to properly conduct the business of the township and volunteer fire department and to assist the township's employees in performing their duties, it is recognized that credit card purchases are necessary. This policy is designed to set out the procedures for credit card use, including: credit limit, approved purchasers, purpose for use, location of card and annual fee if applicable.

**Wex Bank (Family Express)**

Wabash Township has a credit card with a \$2,000.00 maximum limit for the sole purpose of fuel purchases. The credit card is stored at Family Express in their safe. Sales slip must be signed by designated fireman, fireman's identification number and provide the vehicle identification number. The receipt is then submitted to the fire chief for approval, and then forwarded to the trustee for payment with the monthly statement. No annual fee.

**Menards**

Wabash Township has a credit card with an unlimited limit for purchases related to the daily operations of the township and fire department. The current approved list of purchasers is: Mike Francis, Jim Lewis, Ryan Linder, Joe Wade and Julia Byers. Sales receipts must be signed by the designated purchaser, including the fireman's identification number (if applicable). The receipt is the submitted to the fire chief for approval, then forwarded to the trustee for payment with the monthly statement. No monthly fee.

**Wal-Mart**

Wabash Township has a credit card with a \$1,000.00 maximum limit for purchases related to the daily operations of the township and fire department. Sales receipt must be signed by the fireman and include the fireman's identification number. The receipt is the submitted to the fire chief for approval, then forwarded to the trustee for payment with the monthly statement. No monthly fee.