

VILLAGE OF ROSCOMMON CREDIT CARD POLICY

In accordance with MCL 129.243, the Roscommon Village Council authorizes the use of credit cards for the purchase of goods and services for the official business of the Village under the following conditions.

Credit cards for official Village business may be issued to all Village officers and employees.

Credit Cards will not be issued until the recipient has signed a Credit Card User Agreement.

Responsibility

Only those who are authorized and who have signed the Credit Card User Agreement shall be issued Village credit cards.

Credit cards shall only be used to purchase goods or services for the official business of the Village of Roscommon.

All authorized users of Village credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which it was purchased.

Authorized employees issued a credit card are responsible for its protection and custody and shall immediately notify the Village Treasurer if the credit card is lost or stolen.

Employees issued Village credit cards shall return the credit card immediately upon termination of his or her employment or service with the Village of Roscommon.

Any employee or elected official of the Village of Roscommon who violates the provisions of this policy shall be subject to disciplinary action dismissal and appropriate criminal and/or civil action.

Internal Accounting Controls

The Village Treasurer shall be responsible for the issuance, accounting, monitoring, and retrieval of all Village credit cards.

The Village Treasurer shall keep a current list of all credit cards, authorized users, and credit limits.

All invoices shall be submitted to the Village Council for approval before payment is made.

The balance including interest due on an extension of credit, under the credit card arrangement shall be paid within sixty (60) days of the initial statement date.

The total combined authorized credit limit of all credit cards issued by the Village of Roscommon shall not exceed five (5) percent of the total budget for the current fiscal year.

Moved by: Mike Butler

Supported by: Marc McKee

Ayes: 5

Nays: 0

Resolution Adopted October 10, 2011

Village of Roscommon Credit Card User Agreement

Requirements for use of credit card:

1. The credit card is to be used only to make purchases for the legitimate business of the Village of Roscommon.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy and Procedures established by the Village of Roscommon.
3. Violation of these requirements will result in disciplinary measures up to and including dismissal, appropriate criminal and/or civil action.

I have read and understand the Village of Roscommon's Credit Card Policy and Procedures and I agree to adhere to them.

Signature

Date