

Winfield Township
CREDIT CARD USE POLICY
March 25, 2024

The Clerk and the Supervisor are responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

Winfield Township (Hereafter Township) credit cards may only be used by the Supervisor, Clerk and Treasurer (hereafter Official) of the Township for the purchase of goods and services for the Official business of the Township. All Winfield Township credit card shall have a limit of \$5000.

Township Officials who use the Township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Clerk who will return a copy for the Official's record. If no credit card slip was obtained that described the transaction, the Official shall submit to the Clerk a signed voucher that shows the name of the vendor or entity from which goods or services were purchased, the date and amount of the transaction, the Official business of the Township that the transaction, and the chart of account number indicating the line item to which the transaction is to be charged to who will return a copy for the Official's record. All credit card slips shall include this information as well. Vouchers shall include a statement why the credit card slip was not obtained.

An Official 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 as immediate as possible. The entity issuing the lost or stolen credit card shall be immediately be notified to cancel the card.

An Official issued a credit card shall return the credit card to the Clerk or Supervisor upon termination of their employment from the Township.

The Clerk shall maintain a list of all credit card owned by the Township, the credit card number and phone number to call to cancel, along with the name of the Official who has been issued the credit card, the credit limit established, the date issued and the date returned. Each Official shall initial the list beside their name to indicate agreement that the credit card has been issued, and that the Official has received and read a copy of this policy. A list shall be provided to the Supervisor for readily accessible use should they need to cancel a lost or stolen card.

The Clerk shall review each credit card statement as soon as possible but not longer than two months to ensure that transactions comply with this policy. Any transaction that appears on the statement 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 balance, including interest due on an extension of credit under the credit card arrangement, shall be pair for within not more than 60 days of the initial statement date.

Officials 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.

Approved by board: _____

Signature _____ Date: _____