

CHARTER TOWNSHIP OF BLOOMFIELD  
CREDIT CARD USE POLICY  
AS AMENDED NOVEMBER 27, 2023

WHEREAS, Public Act 266 of 1995 (the "Act") 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 Bloomfield Township Board of Trustees adopted the Bloomfield Township Credit Card Use Policy on February 11, 2008, amended on January 24, 2011, and amended on August 22, 2022, because 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 Bloomfield Township Credit Card Use Policy shall be amended and shall govern the use of Township credit cards as follows:

- A. The Bloomfield Township Treasurer is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the credit card policy. To avoid any potential conflict of interest, the Township Treasurer shall not be issued a Township credit card in his or her name.
- B. Township credit cards may be used only by the Township Supervisor, Township Clerk or individual Township Department Heads or by their respective designated Township employees for the purchase of goods or services (no cash advances) for the official business of Bloomfield Township. Only one credit card may be issued to the Supervisor, Clerk or respective Department Head in their individual name as a representative of Bloomfield Township for their use or for use by their respective designated Township employees for official Bloomfield Township business. The individual issued a credit card is responsible for the appropriate use of the credit card.
- C. The Township Treasurer shall establish credit limits for each card and may modify limits as he/she deems necessary.
- D. The Township purchasing policy must be followed. A purchase order must be approved prior to using the credit card to complete a purchase if the purchasing policy requires a purchase order for the transaction.
- E. Use of a credit card as a form of payment shall be the last option or if it is the only option. The Township requires all credit card holders to attempt to obtain an invoice, obtain all necessary approvals of the invoice, and then

submit to the Accounting department for payment via check, ACH, virtual card or other.

- F. Township officers and employees who use a Township credit card shall submit a copy of the vendor's credit card slip, receipt, or online order confirmation in a manner directed by the Finance Director. If no document was obtained that described the transaction, the official or employee shall submit a signed memo that shows the name of the vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and an explanation of why the required documents were not obtained. The official or employee shall provide the appropriate chart of account numbers indicating the fund, department, and line item to which the transaction is to be charged. All Township credit card slips, receipts, online order confirmations, and/or memos shall be approved by the official or employee, reviewed by the Accounting department, and then approved by the Township Treasurer prior to the monthly statement being paid by the Township. The Township Board shall also approve the Township credit card payments at Township Board of Trustees meetings in the course of approving all other Township payments.
- G. An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Township Treasurer shall be immediately notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- H. An officer or employee issued a credit card shall return the credit card to the Township Treasurer upon termination of his or her employment or service with the Township. If the Township Treasurer should discover cards lost, stolen or that are not returned upon request, the issuing entity should be advised to cancel the old account and get a new account number.
- I. The Township Treasurer shall maintain a list of all credit cards owned by the Township, along with the name of the officer or employee who has been issued the credit card, the credit limit established, the date issued, and the date returned (if applicable). Each official and employee who has been issued a credit card shall sign a copy of this policy to indicate agreement that the credit card has been issued, and that they have received and read a copy of this policy. The Township Treasurer shall review the monthly 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, receipt, or a signed memo shall be immediately investigated.

- J. Transactions that do not comply with this policy shall be reported to the Township Board of Trustees. The Township Treasurer shall revoke the credit card privileges of any user who acts outside the scope of this policy. Restoration of the privilege to use the Township credit card shall only be granted by majority vote of the Township Board of Trustees.
- K. The Township Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified by the Township Treasurer.
- L. The balance due on the monthly statement shall be paid in full before the due date to avoid incurring interest charges and late fees.
- M. Officers and employees who use a Township credit card in a manner contrary to this policy shall be subject to any or all of the following disciplinary actions, as deemed appropriate by the Township Board of Trustees:

- Reimbursement to the Township for unauthorized expenditures

- Verbal Counseling

- Written Reprimand

- Suspension (if non-elected employee)

- Termination (if non-elected employee)

- Civil Action

- Criminal Investigation and Prosecution