

HIGHLAND TOWNSHIP
Credit Card Purchase Policy
SEPTEMBER 8, 2025

The purpose of this policy is to establish the provisions of a Township issued procurement/credit card or store credit process that improves upon the efficiency of the Township's purchasing process and that complies with the State of Michigan's credit card transactions laws for local government, 1995 PA 266, MCL 129.241 *et. seq.*

The Township Board determines by resolution, who shall be issued credit cards. The Township Treasurer is responsible for the issuance, accounting, monitoring, retrieval of approved credit card holders, and general oversight of compliance with this credit card policy. The Treasurer shall maintain a record of all credit cards, the name of the cardholder, the credit card limit, the date issued, and the date returned.

Each cardholder shall sign a Credit Cardholder Agreement, which shall include an acknowledgement of reading and agreeing to the terms of this policy.

Each cardholder will use credit cards for official township business only. If the township board determines any transactions were not for official township business, then the cardholder is personally liable for those charges.

All receipts are due to Accounts Payable within seven days of the purchase. Receipts need to be approved by the appropriate department head prior to submittal, the cost, date of purchase and an explanation of the Township official business. Penalties for failing to do so would include loss of credit card privileges and personal liability for unsubstantiated expenses.

Each cardholder is responsible for its protection and custody and shall immediately notify the Township Treasurer if the card is lost or stolen.

Each credit cardholder shall immediately surrender any Township credit card(s) and credit card receipts in their possession to the Township Treasurer if requested to do so or upon termination, resignation, or removal from office.

The Township Board of Trustees shall establish regulations and procedures and a system of internal controls to monitor and safeguard the use of all credit cards whose use may subject the Township to liability. Among its provisions, these procedures shall be required:

- Approval of credit card invoices by the Township Board before payment.
- Payment of the balance including interest due on an extension of credit under the credit card arrangement within 60 days of the initial statement date.
- A report to the Township Board of any credit card interest paid over \$100 and the reasons, therefore.


Cardholders violating this policy shall be subject to disciplinary measures up to and including discharge for unauthorized use of Township credit cards in addition to other penalties consistent with the law.

The total combined authorized credit limit of all credit cards issued by the Township shall not exceed amounts specified by law.

Gas credit cards are for the purchase of fuel for township owned or rented vehicles only. Receipts must be turned in to the bookkeeper and will include notations designating the employee and township vehicle fueled. Mileage reimbursement for personal vehicles used for township business shall be reimbursed at the standard mileage rate. In addition to the Highland Township Expenditure Report, backup documentation will include mapping for mileage to the destination from the township hall or home, whichever is shorter. If an employee is traveling to a work event after returning home for the day, the mileage will be calculated from their home.

The issuance of a credit card does not circumvent the township's purchasing Policy. Credit cards are being used to simplify the process of paying for certain expenditures; Credit cards are not a substitute for obtaining the necessary approvals prior to making a purchase of goods or services.

Certification I, Jennifer L. Frederick, Treasurer of Highland Township, certifies that I developed and adopted the foregoing Credit Card Policy and have presented it to the Highland Township Board.

 Treasurer 9-9-25, Date

This policy was adopted by the Highland Township Board at a regular meeting of that Board on Monday, Sept 8, 2025, at which Trustee's Rick Hamill, Tami Flowers, Jennifer Frederick, Brian Howe, Beth Lewis, and Joe Salvia were present. The motion was made by Mr. Hamill and supported by Ms. Frederick and carried with an unanimous roll call vote: Hamill - yes, Flowers - yes, Frederick - yes, Howe -yes, Lewis - yes, Salvia - yes

POLICY DECLARED ADOPTED


Rick A. Hamill, Supervisor


Tami Flowers MiPMC, Clerk

CHARTER TOWNSHIP OF HIGHLAND
CREDIT CARDHOLDER AGREEMENT
SEPTEMBER 8, 2025

Requirements for use of a Municipal Credit Card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, the Charter Township of Highland, Michigan.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the Charter Township of Highland, which I have read and agree to its terms attached to this Agreement.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Charter Township of Highland for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the Township's Personnel Policies, up to and including termination. The Charter Township of Highland will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Company: _____

Credit Card Number: _____

Received By: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

Treasurer's Signature: _____ Date: _____

FOR TOWNSHIP'S CLERK/TREASURER'S OFFICE USE ONLY

Credit Card Returned

Authorized Signature: _____

Date: _____