STATE OF WISCONSIN VILLAGE OF STETSONVILLE TAYLOR COUNTY

RESOLUTION NO. 01-2017-01

A RESOLUTION ADOPTING A CREDIT CARD POLICY AND PROCEDURES

WHEREAS, the Village of Stetsonville and its officials, have a fiduciary responsibility to its taxpayers to protect the Village's assets to the best of their abilities; and

WHEREAS, the demand for purchasing goods and services by credit card payment has significantly increased over the years; and

WHEREAS, the Village Board feels it is in the Village's best interest to adopt a Credit Card Policy.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Stetsonville in session this 9th day of January, 2017 hereby adopts the Village of Stetsonville Credit Card Policy, as follows:

Credit Card Policy

1. Bank credit cards will be established in the name of the Village of Stetsonville, with three cards provided and a total maximum credit limit of $5,000 set by the Village Board.
2. Bank credit cards will be issued to the Clerk Treasurer, Municipal Water Operator and Wastewater Operator. All monthly bank statements and correspondence will be reviewed by the Village Board.
3. Credit cards will be available for specific purchases: fuel, office supplies, office and computer equipment, approved travel expenses, reservations, lodging, conferences/workshops, membership fees, postage stamps and mailings.
4. Prior to initial receipt of any credit card, each individual must agree to and sign Credit Card Responsibility and Use Procedures, hereto attached as Exhibit "A".
5. It is the policy of the Village to pay the credit card each month as it comes due so as not to incur late fees or finance charges. Signed receipts with the account number shall be attached to the statement in order for the payment to be processed. Timely payment requires staff incurring the charges properly complete transactional paperwork related to the Village of Stetsonville's accounting functions.
6. The bank credit card may not be used for personal expenses.
7. Discrepancies observed will be questioned and discussed with the Village President, in which he will follow-up directly with the employee who made the purchase. As noted above, making any personal purchase will result in disciplinary action per the Village personnel policies.

Credit Card Procedures

A credit card account has been established to meet the needs of the Village of Stetsonville for travel, fuel and incidental purchases. Upon receipt of the original itemized documentation, credit card expenditures will be paid by check through the Clerk Treasurer's office.

Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of the approved budget.
2. This card is not to be used for any personal expenses.
3. Purchases may not exceed your credit limit. There are no exceptions.
4. Proper documentation to support the expenditure must be sent to the Clerk's Office prior to the receipt of the monthly statement, as follows:

Proper documentation is to include:

a. Original itemized paid receipt indicating the amount paid, the vendor and the itemized description of the purchase.
b. A hardcopy print-out of the items ordered on-line.
c. Examples of documentation not allowed:
    1) Non-itemized cash register receipts.
    2) Handwritten requests for reimbursement without receipts or other verification.

Tax Exemption: All purchases shall be tax exempt. A tax exemption certificate is available in the Clerk's Office; if, in some cases, you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged. This exemption is based upon the fact the Village of Stetsonville is an exempt unit of local government.

Effective Date. This Resolution shall take effect immediately upon its adoption and approval.

Adopted, recorded and approved this 9h day of January, 2017

Greg Brunner, Village President

ATTEST:

Shawn Sullivan, Clerk Treasurer

(SEAL)

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Exhibit "A"

Credit Card Responsibility and Use Procedures
Agreement for Use of Bank Credit Card

By accepting this card it is understood that you are personally responsible for any unauthorized or inappropriate use of the purchasing card, except for cases of fraud. Any purchases made without proper documentation or approval by the Village Board shall be the sole responsibility of that card user and shall be their responsibility to pay all expenses incurred.

I have read and fully understand and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Card Issued: _____ Number: _____

Card Holder Signature: _____ Date: _____

Signature of Witness: _____ Date: _____