

**TOWN OF EAST TROY
RESOLUTION NO. 2017-5**

**RESOLUTION APPROVING CREDIT APPLICATION FOR TOWN OF EAST TROY
CREDIT CARDS**

Whereas, the Town of East Troy is a Wisconsin municipal corporation organized and existing under the municipal laws of the State of Wisconsin including Chapters 60 and 66 of the Statutes; and

Whereas, the Town of East Troy has its principle offices located at the Town Hall which is located at N9330 Stewart School Road, P.O. Box 872, East Troy, WI 53120; and

Whereas, the demand for purchasing goods and services by credit card payment has increased significantly enough that the Town Board wishes to adopt a Credit Card Policy for all credit cards issued in the name of the Town of East Troy; and

Whereas, the Town of East Troy Town Board has approved the issuance of two (2) credit cards in the name of the Town of East Troy at it's March 13, 2017 Town Board Meeting; and

Whereas, the Town Board approval is conditioned upon the terms described below; and

Whereas, this Resolution may be used to satisfy any formal written authorization that may be required by the lending institution at which an application for a credit card(s) is made,

NOW, THEREFORE, BE IT RESOLVED:

1. That the Town Board of the Town of East Troy does hereby authorize the issuance of two (2) credit cards in the name of the Town of East Troy from First Citizens State Bank with the following terms:

A. One credit card may be issued in the name of the Town of East Troy with a credit limit of \$4,000. That credit card shall name Police Chief, Don Jensen, as the only authorized user on that card.

B. A second credit card may be issued in the name of the Town of East Troy with a credit limit of \$4,000. That credit card shall name the Superintendent of the Department of Public Works, Greg Twelmeyer, as the only authorized user on that card.

2. That no credit cards issued in the name of the Town of East Troy may be used to access cash or take cash advances.

3. That no credit card may be issued in the name of the Town of East Troy if there is an annual fee to become a cardholder.

4. That the authorized user shall remit receipts or other documentation confirming any purchase with the credit card to the Town Clerk on a monthly basis so that the balance of any credit card issued in the name of the Town of East Troy is paid in full each month.

5. No credit in an amount greater than the \$4,000 limit authorized by this Resolution may be given in absence of a subsequent Town Board Resolution authorizing the same.

6. Prior to the initial receipt of any credit card, each individual must agree to and sign a "Credit Card Responsibility and Use Procedure" form, attached hereto as Exhibit A.

7. No credit cards issued in the name of the Town of East Troy may be used for personal expenses.

8. All purchases shall be tax exempt. A tax exemption certificate is available in the Clerk's Office.

9. The user of any credit card issued in the name of the Town of East Troy shall ensure that the goods or services to be purchased or acquired are budgeted for and allowable within the limits of the municipal budget for that department.

Dated this 13th day of March, 2017.

TOWN OF EAST TROY

BY:


JOSEPH KLARKOWSKI, Chairman

ATTEST:


KIM BUCHANAN, Clerk