

RESOLUTION #04.2023

Resolution Designating Credit Cards For The Town of Polk, Washington County, State of Wisconsin.

WHEREAS, the Town of Polk on occasion makes purchases of goods and services that are necessary for the operation of Town business; and

WHEREAS, not all of our vendors are willing to invoice the Town, and

WHEREAS, the use of a Town of Polk Credit Card would facilitate these purchases without requiring our Town employees to make these purchases personally and to be reimbursed at a later date; and

WHEREAS, the Town of Polk is responsible for all balances due on these cards, having a Town Business Credit Card requires certain safeguards and restrictions to prevent their misuse; and

THEREFORE BE IT RESOLVED, Cardholders shall comply with the following responsibilities:

1. Employees using the credit card shall submit receipts for purchases to the Town Clerk in a timely manner, to reconcile with the monthly credit card statement.
2. The employee issued the card is responsible for its protection and custody.
3. The credit card may not be used for cash advances, or for personal use.
4. The credit card must be surrendered at the end of employment.

BE IT FURTHER RESOLVED the Town Board of the Town of Polk, hereby authorizes Credit Cards for the Town of Polk for the following three employees with the designated limits as follows: Town Chairman, Town Clerk and Town's Highway Department Manager with the monthly credit card statement and its attachments made available to the Town Board upon request.

This Resolution shall be in effect upon its passage by the Town Board, dated June 13, 2023.


Albert Schulteis, Town Chairperson

Attest:



Alison Pecha, Town Clerk