

# **TOWN OF NEW HAVEN, DUNN COUNTY**

## **Resolution #2020-01**

### **Resolution Adopting Credit Card Policy**

The Town Board of the Town of New Haven, Dunn County, Wisconsin, by this resolution, hereby adopts the following Credit Card Policy.

#### **I. OVERVIEW**

This Credit Card Policy sets forth the guidelines that will be applied to all employees who are issued a town credit card. This policy conveys the town expectations and procedures for the issuance, application, use, safeguarding, payment, and termination of the town credit card. This policy will be effective immediately. Cardholders are responsible for ensuring that they adhere to this credit card policy, thereby taking appropriate measures to minimize the risk of fraudulent or corrupt credit card use. The town credit card is meant to allow employees access to efficient, flexible, and alternative means of payment for approved expenses.

#### **II. ELIGIBILITY & APPROVAL**

1. **ELIGIBILITY.** The Town of New Haven maintains a credit card program for employees who will regularly incur town expenses. To be eligible, the employee must purchase significant volumes of minor goods and services for the use of the Town of New Haven.
2. **APPROVAL.** Eligible employees as designated by the Town Board, should contact the Town Clerk, the Plan Administrator, who will handle all arrangements for obtaining a town credit card. Based on the needs of the township, the Town Board will offer eligible employees a town credit card to use for approved expenses.

#### **III. PROCEDURES & POLICY**

3. **USE AND FINANCIAL RESPONSIBILITIES.** The employee agrees to comply with all the applicable policies and procedures of the Town of New Haven and this credit card policy. The credit card is to be used ONLY for official town expenditures, not personal expenses. The cardholder is responsible for ensuring that the credit card purchases are within budget and properly approved prior to the purchase. The cardholder will adhere to the Town's Purchasing Policy detailed in Resolution #2019-01.
4. **CREDIT SPENDING LIMITS.** The credit limit has yet to be determined.
5. **CREDIT CARD STATEMENTS.** The credit card statements will be sent to the Town Clerk for review.
6. **RECEIPTS.** Cardholders must maintain physical proof of each credit transaction with the credit card and provide an itemized receipt. A failure to provide receipts or credible explanation for any transaction could result in a debit from the cardholder's salary and other disciplinary action. Credible transactions should

contain the following information when appropriate: date of purchase, vendor name and address, quantity, unit price, grand total of expenditures. When applicable, written notation should supplement the receipts with the following information: explanation of item purchased and use of the item purchased.

**Expense receipts must be submitted to the Town Clerk within thirty (30) days from the time the expense was incurred.**

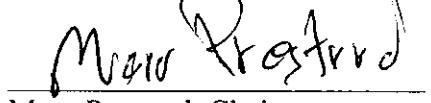
7. **CREDIT CARD VIOLATIONS AND CONSEQUENCES.** Credit card violations may include, but are not limited to, obtaining cash advances or for other expenses than those incurred by the assigned employee named on the card, charging personal transactions to the town credit card, allowing unauthorized users to use the town credit card, exceeding the credit card limit, failing to promptly return the credit card when a cardholder is terminated, or any terms determined at the discretion of the Town Board. Cardholder transactions will be scrutinized to ensure compliance with this policy. Infractions of the conditions of this policy, or to any town policy that may apply to this credit card policy could result in cancellation of the card and withdrawal of town credit card privileges. Breaching of this policy may result in disciplinary action against the employee up to and including termination. In all cases of breach, the Town Board will consider the facts and circumstances of each incident and will take action as deemed appropriate. The Town of New Haven reserves the right to recover any monetary consideration from the cardholder. Internal and external audits of the cardholder purchases may be carried out from time to time at the discretion of the Town Board.
8. **OWNERSHIP AND CANCELLATION OF THE CREDIT CARD.** The credit card may not be transferred, assigned to, or used by anyone other than the designated cardholder. The cardholder is accountable for all activity on the town credit card. The Town Board or Town Clerk may suspend or cancel cardholder privileges at anytime for any reason. The cardholder will forfeit the credit card upon request to the Town Clerk or Town Chairman, or any authorized agent of the card issuer. The credit card will be returned to the Town Clerk or Town Chairman upon any notification of resignation and the cardholder must reconcile all expenditures on the credit card since the last credit card statement. It is the responsibility of the departing cardholder to ensure that the account is settled prior to departure.
9. **DISPUTED ITEMS.** It is the cardholder's responsibility to follow-up on erroneous charges, returns, or adjustments to ensure proper credit is given on subsequent statements. Disputed transactions must be resolved with the credit card company and the bank by the cardholder. The cardholder must notify the bank or credit card company immediately for resolution and the appropriate agent at the Town of New Haven should be informed as well.
10. **PROTECTING THE CREDIT CARD.** If a card is lost or stolen the cardholder must report immediately to credit card company, the Town Board, and Town Clerk.

11. **SAFEKEEPING.** Newly issued cards should be signed immediately by the cardholder upon receipt. When using the card for approved internet transactions, care should be taken that the site utilizes recognized encryption technology. Card numbers should not be saved or stored in online accounts. When the town credit card expires and/or the cardholder receives a new card, the cardholder should destroy the old card. The cardholder must always use best practices to keep the card in safekeeping.

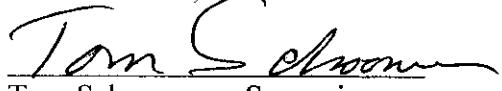
The town clerk shall properly post this resolution as required under Sec. 60.80, Wis. Statutes.

ADOPTED this 9<sup>th</sup> day of June, 2020.

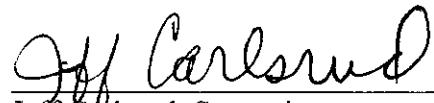
By the Town Board:



Marv Prestrud, Chairman

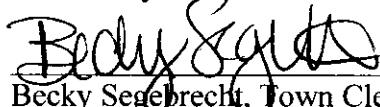


Tom Schoonover, Supervisor



Jeff Carlsrud, Supervisor

Attested by Town Clerk:



Becky Segebrecht, Town Clerk

Posted on June 10, 2020 at the Town Shop, Town Hall, Connorsville Cheese Store and Town of New Haven website @ [www.townofnewhavenwi.com](http://www.townofnewhavenwi.com).