

HIGGINS LAKE UTILITIES AUTHORITY (HLUA)
P.O. BOX 437
HIGGINS LAKE, MICHIGAN 48627

Resolution # 2022-01

RESOLUTION 2022-01 HLUA CREDIT CARD USE FOR
PAYMENTS BY FINANCIAL TRANSACTION DEVICE

The Treasurer is responsible for issuing, accounting for, monitoring, retrieving, and generally overseeing compliance with the HLUA's credit card policy.

HLUA credit cards may be used only by an officer or employee of the HLUA for the purchase of goods or services for the official business of the HLUA.

HLUA officers and employees who use a HLUA credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Treasurer. If no credit card slip/receipt was obtained that described the transaction, the officer or employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips/receipts shall include this information as well. Vouchers shall also include a statement to why a credit card slip/receipt was not obtained.

An officer or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Treasurer shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

An officer or employee issued a credit card shall return the credit card to the Treasurer upon termination of his or her employment or service with the HLUA.

The Treasurer shall maintain a list of all credit cards owned by the HLUA, along with the name of the officer or employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Treasurer shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the HLUA board.

The HLUA board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

Officers and employees who use a HLUA credit card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the HLUA for unauthorized expenditures, legal action, or criminal liability.

The total combined authorized credit limit of all credit cards issued by the HLUA shall not exceed \$22,700.00.

Approved users of the credit card are as follows:

Secretary, Treasurer, and administrative personnel (with approval from the HLUA Board).

The foregoing resolution was offered at the HLUA Board meeting on December 8, 2022 by Board Member Cook and supported by Board Member Keipert.

Upon roll call vote, the following voted YEAS: 4 NAYS: 0

The Chairperson declared the resolution adopted.

Chairperson Keipert: _____

Board User Signatures:

Secretary Cook: _____

Treasurer King: _____