



Policy of Presque Isle Conservation District Board

**SUBJECT: CREDIT CARDS**

ADOPTED BY THE BOARD OF THE PRESQUE ISLE CONSERVATION DISTRICT ON: 12/21/2021

The following policy shall govern the use of Conservation District credit cards per Public Act 266 of 1995:

1. The Executive Director/Administrator and Board Treasurer are responsible for issuing, accounting for, monitoring, retrieving, and generally overseeing compliance with the Board's credit card policy.
2. Board credit cards may be used only by an employee of the District for purchase of goods or service for the official business of the District.
3. District employees who use a District credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Administrator. If no credit card slip was obtained, the employee shall submit a signed voucher that shows the name of the vendor or entity from which goods or services were purchased, the date and amount of the transaction, the official business that required the transaction, and a statement of why a credit card slip was not obtained. All credit card slips shall include this information.
4. An employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Administrator and Board Treasurer shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
5. An employee who is issued a credit card shall return the credit card to the Board Treasurer upon termination of his or her employment or service with the District.
6. The Administrator shall maintain a list of all credit cards owned by the Board, along with the name of the employee who has been issued the credit card, the 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.
7. The Administrator shall review each credit card statement as soon as possible to ensure that the transactions comply with this policy. Any transactions that appear on 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 Board.
8. The Board shall not approve a payment to the entity issuing the credit cards until all transactions have been verified, including the approval of all transaction invoices if issued.

# PRESQUE ISLE



CONSERVATION DISTRICT

9. 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.
10. Employees who use a District credit card in a manner contrary to this policy shall be subject to any and all of the following disciplinary actions, as deemed appropriate by the Board:
  - Verbal counseling
  - Written reprimand
  - Reimbursement to the Board for unauthorized expenditures
  - Suspension
  - Termination

A credit card shall be issued in the name of Presque Isle Conservation District with a limit of \$\_\_0.00\_ on each card. Use by any other employee is prohibited without the express consent of the Administrator.

          [Ralph Viegelahn]          

Chairperson

**Presque Isle Conservation District**

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