

Document Title: Cascade Township Credit Card Policy
Effective Date: July 11, 2016
Scope: This policy defines the parameters of a Township credit card.

As per MN Statute 471.382, the Cascade Town Board authorized the opening and use of a Township credit card with a monthly limit of \$1,000.00 per month. The card shall be associated with the approved Township bank and reflect the authorized signers at the bank as the authorized users of the card.

All purchases by credit card must otherwise comply with all statutes, rules and policies applicable to Township purchases.

Bills from credit card companies do not contain the detail necessary to satisfy the requirement that claims presented to the Township for payment must be in writing and itemized. Therefore, invoices and receipts for all items charged must be retained. A list of all credit card charges will be included with monthly expenditures for Town Board review and approval.

Supporting documents and/or invoices will be submitted to the Clerk / Treasurer to be reconciled with the credit card statement and attached to the claim for payment processing. No authorized signer will intentionally use a Township credit card for personal purchases. If an authorized signer does not turn in the necessary paperwork (receipts, sales slips), the employee will be responsible for personally paying that portion of the monthly statement.

Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month.

This policy was adopted by Cascade Township on July 11, 2016, and revised on June 11, 2018.