

# COOLSPRING TOWNSHIP

## RESOLUTION NO. 2026-4

### Credit Card Policy

WHEREAS, the Township of Coolspring, Mercer County deems that it is in the best interest of the township to make certain township financial transactions by using a credit card, now

THEREFORE, BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

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

Township credit cards may be used only by an officer or employee of the township who has been authorized by the township supervisors for the purchase of goods or services for the official business of the township.

Township officers and employees who use a township credit card shall promptly submit a copy of the vendor's credit card slip to the Secretary/Treasurer described in (a) above. If no credit card slip was obtained that described the transaction, the 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 shall include this information as well. Voucher shall also include a statement why a credit card slip was not obtained.

In the event that credit card is used by the Township Secretary/Treasurer, the copy of the vendor's credit card slip or signed voucher submitted by the Township Secretary/Treasurer must be reviewed and initialed by two (2) Township Supervisors.

An official or employee who is issued a credit card is responsible for its protection and custody. If a card is lost or stolen, the Township Board of Supervisors shall be notified immediately. 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 Township Secretary/Treasurer upon termination of his or her employment or service with the township.

The Township Secretary/Treasurer shall maintain a list of all credit cards owned by the Township, along with the name of the officer and 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 Township Secretary/Treasurer shall review each credit card statement upon receipt 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 township board supervisors.

The township board of supervisors 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.

**Certification of adoption.** The undersigned certifies that the above Resolution was adopted at a public meeting on May 4, 2026.

**Coolspring Township Board of Supervisors:**

\_\_\_\_\_  
Chairman Kenneth Struthers

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Vice-Chairman Corwin Masson

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Supervisor Drew Shaffer

ATTEST:

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Secretary Terri Ligo