



Matthew R. Minier

Columbia Township Trustee

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**RESOLUTION 2023-04**  
**TOWNSHIP CREDIT CARD POLICY**

Be it resolved that the following shall serve as policy for the administration of township credit card use.

1. Issuance and use shall be administered by the Trustee.
2. Cards may be used only for official business of the township, and only for purchases authorized by the Trustee.
3. When the purpose for which the credit card has been issued has been accomplished, the card should be returned to the custody of the responsible person.
4. The Trustee shall maintain an accounting system or log which would include the names of individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned, etc.
5. Credit cards shall not be used to bypass the accounting system. Receipts will be kept and turned in on a regular basis. Receipts, invoices, purchase orders or all of the above shall be maintained and kept with billing statements and disbursement records. An audit trail must exist for each and every transaction.
6. Payment will not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documents such as paid bills and receipts must be available.
7. Any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee should be the responsibility of that officer or employee.
8. If properly authorized, an annual fee may be paid.
9. The credit card shall not be used to obtain cash.
10. Transactions are accessible in accordance with the Public Records Laws.
11. Credit Card Agreements should not contain references to debt.
12. Any rewards bonuses are township property.

Signed this 12 day of October, 2023

Township Board of Columbia Township

AYE

NAY

*Brian Smith*

*Mandy Muehler*

*Matthew R. Minier*

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ATTEST:

*Matthew R. Minier*  
Matthew R. Minier, Columbia Township Trustee

