Brown Township

Debit and Credit Card Purchasing Policy

Introduction

It is the policy of Brown Township that debit and credit cards issued to Township personnel be used for Township purposes only.

Purchasing Stipulations

- Under no circumstances should a Township official or employee use a Township-issued debit or credit card for a personal purchase.
- Only Township officials or employees with a regular and continuing need to make purchases on behalf of the Township will be issued debit and/or credit cards.
- Purchases for expense items already appropriated in amounts up to $500 can be made without prior approval. These amounts include ongoing expense categories such as office supplies and communication expenses.

Authorized Users

- A list of authorized users for the Township debit and credit cards will be determined and approved by the Board of Trustees to the issuing bank.
- The authorized users will be listed by name and title.
- The authorized users will provide signature cards as requested by the issuing bank.

Purchasing Limits

- Purchasing limits will be determined by the Board of Trustees.
- The issuing bank will be requested to place a dollar limit on transaction amounts.
- ATM transactions are prohibited.
- Debit cards will be limited to $2,000 for point-of-sale transactions by the Fiscal Officer and $1,000 for others.
- The Township credit card(s) will have a lending limit not to exceed $15,000.

Transaction Receipts

- A receipt, invoice, or other related paperwork is required for all purchases.

- A receipt, invoice, or other related paperwork will be submitted to the Fiscal Officer.

Security

- The debit or credit card holder should keep the card in a safe location to reduce the risk of the card being lost or stolen.
- In the event the debit or credit card is lost or stolen, it is the responsibility of the card holder to report the incident to the issuing bank and request closure. After contacting the issuing bank, the card holder must report the occurrence to the Fiscal Officer.

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