



## Employee Credit Card Policy

On January 13, 2025, the Village Council of the Village of Pinckney, pursuant to MCL 129.266 et seq, authorized the issuing of credit cards to officers and employees of the Village of Pinckney subject to the following provisions:

1. The Clerk is responsible for the village's credit card issuance, accounting, monitoring, retrieval, and general overseeing.
2. The credit card may only be used for goods or services for official business purposes of the Village of Pinckney.
3. The officer/employee using the credit card issued by the village shall provide documentation detailing the goods or services purchased. The Clerk has provided a Credit Card Summary form to be filled out and accompanied by all receipts for purchases attached and given to the Clerks Department the 4<sup>th</sup> week of every month.
4. The officer/employee issued a credit card is responsible for its protection and custody and shall immediately notify the village if it is lost or stolen.
5. All credit cards issued by the village shall be returned immediately upon termination of employment.
6. All credit card statements will be reviewed and approved by either the President, Clerk or Treasurer before payment.
7. Credit card balances, including any interest shall be paid in full within 60 days of each statement.
8. Any unauthorized use of credit cards by any officer/employee will result in disciplinary measures.

**\*\*\*All or any violation of the Credit Card Policy can result in losing the use of Village Credit Cards\*\***

I agree to the above terms and conditions and have been issued a card:

Employee Name\_\_\_\_\_

Department\_\_\_\_\_ Credit Limit\_\_\_\_\_

Employee Signature\_\_\_\_\_

Village Clerk Signature\_\_\_\_\_

Date Card Issued: \_\_\_\_\_

Date Card Returned: \_\_\_\_\_