

CENTER TOWNSHIP

Connecting Citizens With Resources to Succeed

**TOWNSHIP BOARD OF CENTER TOWNSHIP
BOONE COUNTY, INDIANA
RESOLUTION 2023-1**

CREDIT CARD POLICY AND RESOLUTION

WHEREAS, the Township Board of Center Township, Boone County, Indiana has determined that the business of the Township may be performed more efficiently by using credit cards and/or store charge accounts to make certain purchases; and,

WHEREAS, the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Townships authorizes townships to use credit cards to make purchases as long as the township has adopted a credit card policy; and,

WHEREAS, the Township Board of Center Township, Boone County, Indiana now wishes to adopt a credit card and store charge account policy for the use of credit cards or store charge accounts by the township;

NOW THEREFORE, BE IT RESOLVED, that the Center Township Board hereby adopts the following policies for the use of credit cards and/or store charge accounts by township officials:

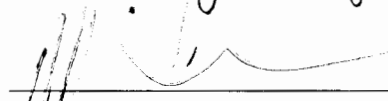
1. Issuance and usage of credit cards and/or store charge accounts will be handled exclusively by the Township Trustee. Limited usage of credit cards and/or store charge accounts will be granted to the appointed Fire Chief of the Center Township Fire Department.
2. The purposes for which the store charge accounts may be used shall be limited to immediate needs of the township or fire department.
3. Only the Trustee or the Fire Chief is authorized to purchase items charged to credit cards and/or store charge accounts.
 - a. The Fire Chief may authorize the Assistant Chief in the case of his absence.
4. Credit cards and/or store charge accounts may not be used to bypass the accounting system. One reason that purchase orders are issued is to provide the fiscal officer with the means to encumber and track appropriations to provide the governing board and other officials with timely and accurate accounting information and monitoring of the accounting system.
5. Payment should not be made on the basis of a statement only. Procedures for payments should be no different than for any other claim. Supporting documents, such as paid bills and receipts, must be available. Additionally, 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.

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6. A credit card and/or store charge accounts may not be used to obtain cash.

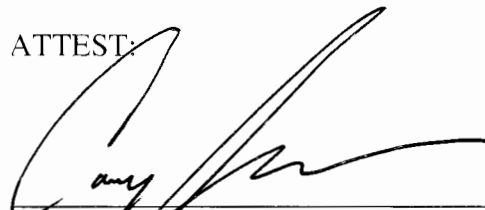
ADOPTED this 3rd day of January 2023.


Penny Bogan – Board Member


Matt Schaller – Board Member


Matt Wilson – Board Member

ATTEST:


Casey Sampson – Trustee