
**DUPAGE TOWNSHIP
WILL COUNTY, ILLINOIS**

**RESOLUTION
NUMBER 19-13**

**A RESOLUTION
ADOPTING A CREDIT CARD USE POLICY AND PROCEDURE
FOR DUPAGE TOWNSHIP**

**FELIX GEORGE, Supervisor
KULSUM ALI, Clerk**

**ALYSSIA BENFORD
MARIPAT OLIVER
KEN BURGESS
DENNIS RAGA
Trustees**

DUPAGE TOWNSHIP
RESOLUTION NO. 19-13

**A RESOLUTION ADOPTING A CREDIT CARD USE POLICY AND PROCEDURE
FOR DUPAGE TOWNSHIP**

WHEREAS, DuPage Township, Will County, Illinois (the "Township"), is a duly organized and existing township and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of Illinois' Township Code, 60 ILCS 1/1-1, *et seq.*, and all laws amendatory thereto; and

WHEREAS, the Township Supervisor (the "Supervisor") and the Township Board of Trustees (the "Board") are committed to ensuring the effective administration of government and the responsible management of taxpayer money; and

WHEREAS, the Supervisor and Board seek to establish policies and procedures governing the use of Township credit cards issued to its officials and/or employees to purchase goods and services on behalf of the Township; and

WHEREAS, the Township establishes this credit card use policy to allow Township personnel access to efficient means of payment for approved expenses, especially related to Township-related travel and office supplies; and

WHEREAS, this policy shall govern the use of DuPage Township credit card(s). The policy is intended to ensure proper controls for use of the credit card(s), improves efficiency, reduces costs of payable processing, and to promote managerial transparency regarding Township purchases and expenditures; and

WHEREAS, the Supervisor and Board, in their sole discretion, shall establish when a credit card shall be issued in the Township's name and which officials and employees are authorized to hold such card(s) to purchase goods and services on its behalf and the Supervisor and Board are responsible for the oversight and compliance within the terms of this Policy; and

WHEREAS, the Supervisor and Board, in their sole discretion, may revoke any credit card from any card member at any time, with or without cause, from Township officials and employees who are responsible for the use of the Township credit card.

NOW, THEREFORE, BE IT RESOLVED by the Supervisor and Board of Trustees of DuPage Township, Will County, Illinois as follows:

Section 01. Recitals.

The above recitals and findings are found to be true and correct and are incorporated herein and made a part hereof, as if fully set forth in their entirety.

Section 02. Adoption of Policies.

The Supervisor and Board of Trustees hereby approve and adopts the **Township Credit Card Policy** attached hereto as **Exhibit A**.

Section 03. Severability.

The provisions of this Resolution are hereby declared to be severable, and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, but such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid application or provision, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 04. Repeal and Savings Clause.

All ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded and repealed, provided, however, that nothing herein contained shall affect any rights, actions, or causes of action which shall have accrued to the Township prior to the effective date of this Resolution.

Section 05. Effective Date.

This Resolution shall be in full force and effect immediately upon passage and approval by the Supervisor and Board of Trustees of DuPage Township, Will County, State of Illinois due to the urgent nature of this matter.

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ADOPTED by the Supervisor and Board of Trustees of the DuPage Township, Will County, Illinois this 21st day of May, 2019, pursuant to a roll call vote, as follows:

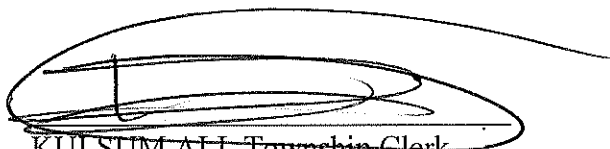
	YES	NO	ABSENT	PRESENT
Trustee Benford			✓	
Trustee Oliver	✓			
Trustee Burgess	✓			
Trustee Raga	✓			
Supervisor George	✓			
TOTAL	4	0	1	0

APPROVED at a Regular Meeting of the Board of Trustees of the DuPage Township, on May 21, 2019.



 FELIX GEORGE, Supervisor

ATTEST:



 KULSUM ALI, Township Clerk

EXHIBIT A

DUPAGE TOWNSHIP CREDIT CARD POLICY

DUPAGE TOWNSHIP CREDIT CARD POLICY

SECTION 1-CREDIT CARD AUTHORIZED USE: Only the Township Supervisor (or an employee directed by the Township Supervisor to act on the Township Supervisor's behalf) is authorized to make purchases with the credit card(s) on behalf of DuPage Township. The Township Supervisor (and any user or employee directed by the Township Supervisor) must comply with the provisions of this Policy or be subject to the disciplinary action set forth in this Policy.

SECTION 2-AUTHORIZED PURCHASES: The Township credit card(s) may only be used to make lawful purchases on behalf of DuPage Township. All other charges, purchases, expenditures or transactions against the account(s) or any that exceed the spending limits imposed herein are expressly prohibited and unauthorized purchases.

Only the following types of purchases shall be considered as Authorized Purchases:

- A. Specific types of purchases that the Township Board of Trustees has preauthorized by a vote at a Township meeting.
- B. Purchases of goods and services consistent with the approved Township Budget for which use of the Credit Card(s) are the most efficient means of accomplishing the purchase.
- C. Purchases of goods and services in compliance with the powers granted DuPage Township in its corporate capacity in accordance with the Illinois Compiled Statutes and in accordance with DuPage Township established Resolutions, Ordinances, Employee Handbook and other adopted policies.
- D. Purchases on behalf of the Township Assessor that are in conformance with the approved Township Budget.
- E. Costs associated with registering for and attending Township Board of Trustee-approved, Township Assessor-approved or General Assistance training sessions; including costs of lodging necessary to attend the training in compliance with DuPage Township Ordinances establishing reimbursement of all travel, meal and lodging expenses of the officers and employees of DuPage Township.

SECTION 3-PROHIBITED AND UNAUTHORIZED PURCHASES: The credit card may not be used for the purposes that include, *but that are not limited to*, the following:

- A. To purchase items greater than the established maximum limits of the card(s).
- B. For cash advances.
- C. To purchase items for personal use or as a personal loan.
- D. To purchase alcoholic beverages, tobacco products and/or controlled substances.

- E. For gambling, investments or unlawful purposes.
- F. Capital equipment and upgrades over \$1,000.
- G. Construction, renovation/installation.
- H. Items or services on term contracts.
- I. Maintenance agreements.
- J. Purchases involving trade-in of Township property.
- K. Rentals, other than short-term autos.
- L. Telephones, and related equipment or services.
- M. Purchase goods or services outside the powers of DuPage Township authorized corporate capacity according to the Illinois Compiled Statutes or any other law or regulatory agency prescribed by law.
- N. To purchase goods or services contrary to DuPage Township established Resolutions, Ordinances, Employee Handbook, Budget and other adopted policies.

SECTION 4-SPENDING LIMITS: The Creditor and Township Board shall set an established credit limit for the card(s). It shall be the Township Supervisor's responsibility to monitor the amounts charged against the card to avoid exceeding the credit limits.

SECTION 5-SALES TAX: Users of the credit card shall inform all vendors of DuPage Township's tax-exempt status. The Township Supervisor or a designated Township Employee shall review all receipts and purchases to ensure a sales tax has not been charged. If sales tax has been charged to a purchase, the Township Supervisor, or designated employee, shall make every attempt to reverse the charge and to establish a tax-exempt status with all the Township's vendors. There may be an exceptional circumstance when a vendor refuses or is unable to deduct the sales tax from the authorized purchase. In that instance the Township Supervisor shall decide if making the taxable purchase is feasible (for example, where the purchase is still the least expensive option even including the sales tax amount).

SECTION 6-RECEIPTS: All receipts shall be approved by the Township Supervisor and shall be obtained for all authorized purchases made with the credit card(s). The receipt shall include the name of the vendor or entity from which the goods/services were purchased, a description of the purchase, the date of the transaction and the amount of the transaction.

In the event of exceptional situations when a receipt cannot be obtained for authorized purchases (for example a computer malfunction), the Township Supervisor shall ensure that a signed voucher is submitted that includes: 1) a description of the transaction; (2) the name & address of the vendor/entity from which the goods/services were purchased; (3) the date and amount of the transaction; (4) a description of the purpose for the expenditure; and, (5) an explanation as to why a receipt could not be provided.

SECTION 7-REVIEW OF RECEIPTS & CREDIT CARD STATEMENTS: The Township Supervisor or designated Township Employee shall review the credit card receipts to compare against the credit card statement bills to assure the purchases are authorized and budgeted, and to code the purchases for budget purposes prior to presentation to the Township Board Trustees for approval and payment. On a monthly basis, or at its discretion, the Township Board of Trustees shall review all receipts and credit card statements to ensure that all purchases made with the card(s) conform with this Policy. Transactions that are not supported by a receipt or voucher, appear to be an unauthorized purchase, or that otherwise do not comply with this policy shall be investigated and, if not timely resolved, reported to the Township Board of Trustees. During an investigation, further expenditures on the credit card shall be suspended until the investigation is complete and all expenditures appearing on the statement have been verified as complying with the terms of this Policy.

Failure to submit a claim form or to procure and provide a receipt or voucher for expenditures may result in disciplinary action as set forth in Section 10 of this Policy.

SECTION 8-PAYMENT OF CARD BALANCES: The balances of the credit card(s) shall be paid off in its entirety on or before the due date specified on the monthly billing statement. In the event the balance of the billing statement cannot be paid in full on a timely basis without incurring late/interest charges, the Township Supervisor should be immediately notified, and the information shall be presented to the Township Board of Trustees. Extending or carrying over of credit card(s) balances is prohibited without prior approval of the Township Board of Trustees at one of its regularly scheduled meetings.

SECTION 9-LOST OR STOLEN CREDIT CARD(S): If the credit card(s) is lost or stolen, the Township Supervisor and Township Board of Trustees shall be immediately notified. The Township Supervisor or assigned Township Employee shall immediately take action to cancel the card(s) and/or work with the credit card or financial institution to take any appropriate action as required protecting DuPage Township. For instances of criminal or possibly criminal activity, a police report shall be filed with the appropriate agency and a copy of said report shall be secured and retained with DuPage Township records. Any appropriate vendors or insurers should also be notified as soon as reasonably possible.

SECTION 10-PENALTY OR DISCIPLINARY PROVISIONS: The Township Supervisor or Township Employee authorized to use the Township credit card shall be personally responsible for any Unauthorized Purchases within his or her control and may be subject to disciplinary action by the Township Board of Trustees, if after given a fair hearing and opportunity to provide justification, the Township Board of Trustees determines deliberate and intentional unauthorized or prohibited purchases have been made by the Township Supervisor or the authorized Township Employee. If it is determined by vote of the Township Board of Trustees that the Township Supervisor or the authorized Township Employee has made an unauthorized purchase or otherwise intentionally violated this Policy, the Township Supervisor or the guilty party shall be subject to one or more of the following disciplinary actions as deemed appropriate by the Township Board of Trustees:

- A. Written reprimand or warning;
- B. Suspension from use of the credit card(s) for a time to be decided by the Township Board of Trustees;
- C. Required personal reimbursement for unauthorized purchases;
- D. Any civil actions that may be available to the Township to make itself whole for the unauthorized purchases; or
- E. Any and all criminal sanctions which may be applicable.

SECTION 11-CUSTODY OF THE CREDIT CARD(S): The Township Supervisor shall be issued the Credit Card(s) in his or her name as the official who is insured and bonded on behalf of DuPage Township. The Township Supervisor is responsible for the proper use and safekeeping of the card(s). The Supervisor shall upon the termination of his or her position with DuPage Township, immediately surrender the credit card to DuPage Township and cooperate with the Township to remove his or her name from any and all credit accounts on behalf of DuPage Township.

SECTION 12-PROHIBITED INTERESTS: Township officers and employees are bound to follow the provisions of the DuPage Township Ethics Ordinance and are prohibited from having interest in Township contracts (50 ILCS 105/3). In addition to avoiding statutory conflicts which result from a public officer's pecuniary interest in a contract let by the public entity, public officials and associated business entities must exercise care to avoid common law conflicts of interest which may occur even though the official may not commit a statutory offense.

SECTION 13-SIGNED AGREEMENT: Cardholders will be required to sign an Agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

This Policy was adopted and approved on May 21, 2019 by Resolution No. 2019-13.

DUPAGE TOWNSHIP CARDHOLDER AGREEMENT

I, _____ hereby acknowledge receipt of the following:

RE: Credit Card: _____ / _____ - _____ - _____
(type of credit card) (credit card number)

I understand that improper use of this card may result in disciplinary action, as outlined in the Personnel Policy Manual, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this Agreement, including all provisions of the DuPage Township Credit Card Policy and any other applicable DuPage Township policy and State Law.

I acknowledge receipt of said Agreement and Policies/Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this credit card, I will be making financial commitments on behalf of DuPage Township and that DuPage Township will be liable to _____ for all charges made on this card.
(Name of Credit Card Company)

I agree to work diligently and strive to obtain the best value for DuPage Township when purchasing merchandise and/or services with this credit card.

As a holder of this DuPage Township credit card, I agree to accept the responsibility and accountability for the protection and proper use of the credit card, as enumerated above and in the DuPage Township Credit Card Policy. I agree to return the credit card to the Township Supervisor, upon demand, during the period of my employment. I further agree to return the credit card upon termination of my employment. I understand that the credit card is not to be used for personal purchases. If the card is used for personal purchases, unapproved charges, or for purchases for any other entity, I will be personally responsible for payment of said purchases and may be subject to disciplinary action and/or civil and criminal penalties. Further, I acknowledge and agree that DuPage Township shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Acknowledged and agreed to by:

Cardholder Signature: _____ Date: _____

Printed Name: _____

APPROVED BY:

Township Supervisor: _____ Date: _____