

POLICY ID: FIN-001	TITLE: Business Credit Cardholder Policy and Agreement	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION EFFECTIVE DATE: Immediate	APPROVED BY VILLAGE BOARD _____ Signature of the Village Clerk _____	DATE: _____
APPLIES TO: <input checked="" type="checkbox"/> FLSA EXEMPT <input checked="" type="checkbox"/> FLSA NON-EXEMPT <input checked="" type="checkbox"/> REPRESENTED EMPLOYEES <input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES		
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>		

The Village of Kronenwetter has an agreement, currently with ~~the Village's bank~~ US Bank, which provides certain employees with a business credit card at the Village's expense to be used strictly for Village related expenditures. The cardholder is responsible for the card's safekeeping. It may not be transferred to, assigned to, or used by anyone other than the cardholder.

The business credit card is only to be used for Village of Kronenwetter business related expenses including but not limited to hotels/motels, meals, automobile fuel and rentals, air, cab, bus, and train fare, travel agencies, conference registrations and office supplies/computer equipment. A single purchase exceeding \$500 must be approved by the Treasurer before using the credit card as the method of payment.

No personal use of the credit card is permitted. No cash advances are permitted. If an unauthorized purchase is made, the cardholder will become personally responsible for the purchase.

It is the cardholder's responsibility to obtain itemized transaction receipts from the vendor each time the business credit card is used. These receipts must be attached to the Credit Card Receipt Information Form and submitted to the Deputy Clerk/~~Treasurer~~ Account Clerk as soon as possible after the purchase and no later than the 10th day of each month. A CREDIT CARD RECEIPT INFORMATION FORM WITH THE ATTACHED VENDOR RECEIPT MUST BE SUBMITTED FOR EVERY PURCHASE MADE WITH THE VILLAGE BUSINESS CREDIT CARD. A short description of the purchase and the appropriate expense category-account number (if known) is required to be completed ~~on the Credit Card Receipt Information Form when entering into MiViewPoint~~. The reconciliation procedures must be followed in order to insure proper reporting of the cardholder's expenses.

The cardholder is required to sign the business credit card immediately upon receipt. The card may be used immediately upon activation. When the current credit card is set to expire you will receive a new card in exchange for the expiring credit card. A stolen or lost credit card must be reported immediately to the Treasurer or Account Clerk.

Failure to comply with the above will result in termination of business credit card privileges and possible further disciplinary actions.

I _____ agree that the use of my card will be for Village of Kronenwetter business expenditures only and that I will be the sole user of the card. I further agree to comply with the terms stated in the policy, and return the card upon my termination or upon request.

Signature: _____

Date: _____