

Village of Poplar Grove

Ordinance No. 2024-20

An Ordinance Establishing a Credit Card Policy for the Village of Poplar Grove

TITLE 1 ADMINISTRATION – CHAPTER 13 VILLAGE CREDIT CARD POLICY

WHEREAS, the Village of Poplar Grove recognizes the need for fair, consistent, and transparent credit card use and practices to promote the efficient operation of the municipal government; and

WHEREAS, the Village of Poplar Grove desires to establish guidelines for using village issued credit cards that ensure safe, abuse free, and fraud free compliance with applicable laws and regulations;

NOW, THEREFORE, be it ordained by the Village Board of the Village of Poplar Grove that CHAPTER 13 VILLAGE CREDIT CARD POLICY shall be created as follows:

Section 1-13-1: PURPOSE

The purpose of this Ordinance is to establish a set of guidelines for issuing and using credit cards within the Village of Poplar Grove to ensure the secure, safe, and abuse free practice under state and municipal law.

Section 1-13-2: VILLAGE OF POPLAR GROVE CREDIT CARD USE POLICY

Only authorized Officers and Employees of the Village may use a credit card issued in the name of the Village. Designated Officers may be: Public Works Director, Treasurer, Village Administrator, or Village President.

Any Officer or employee found guilty of illegal or unauthorized use of a Village credit card (intentional or not) may be subject to the penalties allowed by law and/or disciplinary action, up to and including termination.

Section 1-13-3: CARDHOLDER RESPONSIBILITIES

- a. Ensure that the credit card is used in compliance with the Village's Credit Card Use Policy and its Purchasing Policies. For such purposes, all Officers and Employees issued a credit card shall execute the Credit Card Holder Agreement attached hereto as Exhibit 1.
- b. The Officer and/or employee issued the credit card must provide the Village Treasurer a photocopy of the front and back of the credit card, and shall be responsible for the protection and custody of each card issued, and shall immediately notify the Village Treasurer if the card(s) is lost or stolen.
- c. A Village credit card can be used only for the purchase of goods or services for the Village Operations and Maintenance.
- d. Village credit card users should notify vendors or merchants that the credit card transaction is tax exempt from Illinois Sales and Use taxes if the credit card is used for a purchase of goods or services in the State of Illinois.

- e. The credit card shall not be used for cash advances, personal use or any other type of personal purchase.
- f. The credit card shall not be used for travel related or food expenses while traveling on the road.
- g. All purchases made with a Village credit card must be reported with receipts and associated documentation detailing the goods or services purchased, cost, date of the purchase and the official business explanation therefore.
- h. All such documentation set forth in paragraph f. shall be tendered to the Village Treasurer in a timely manner to reconcile against each monthly credit card statement.
- i. Any credit card in the possession of an Officer or employee must be immediately surrendered to the Village Treasurer upon termination of appointment or employment. The Village reserves the right to withhold final payroll checks and payout of accrued leave until any card(s) is surrendered.

Section 1-13-4: INTERNAL CONTROL PROCEDURES

The Village Administrator, and the Village Treasurer, shall be responsible for the issuance and retrieval of assigned Village Credit Cards, and generally for ensuring compliance with this Policy. Such duties shall include, but not be limited to:

- a. Maintaining a record of issuance and retrieval of Village credit cards and overseeing compliance with this Policy.
- b. Accounting and payment of expenses, and ensuring all documentation as required is submitted.
- c. Ensuring accuracy of the statement and that activity and account information is noted on the credit card statement for each line of entry.
- d. Compliance with Illinois law relative to records retention for safekeeping of statements and receipts.
- e. The Treasurer shall report credit card statements to the Village Board in their monthly reports along with invoices paid for the Village Boards review before payment is authorized.
- f. Credit card use is to comply with all Village Ordinances such as CHAPTER 10 PURCHASING PROCEDURES and also Ordinance CHAPTER 6 1-6J-1. ELECTED OFFICIAL, OFFICERS, AND EMPLOYEE TRAVEL REIMBURSEMENT

Section 1-13-5: Village of Poplar Grove Credit Cardholder Agreement

Credit cards issued in the name of the Village of Poplar Grove shall be used only for the official business of the Village of Poplar Grove to acquire goods and services for the operation and maintenance of the Village. Each credit card must be used in accordance with the provisions of the Credit Card Use Policy and the Purchasing Policies of the Village of Poplar Grove.

Violations of the Credit Card Use Policy shall result in revocation of use privileges and disciplinary actions. The Village of Poplar Grove will investigate and commence, in appropriate cases, criminal prosecution against any individual found to have used a Village credit card for improper purposes.

Any Officer or employee found guilty of illegal or unauthorized use of a Village credit card may be subject to penalties provided by law and/or disciplinary action, up to and including termination.

Credit Card Issued By: _____

Last 4 Digits of Card: _____

Credit Card Received By: _____

Acknowledgment:

I acknowledge receipt of the attached Credit Card Use Policy and agree to abide in all respects with this Policy.

Signature: _____

Dated: _____

[Treasurer's Use Only]

Credit Card Returned/Reported Lost or Stolen on: _____

Village Treasurer: _____

Dated: _____