

**CITY OF EAST LANSING, MICHIGAN**

**POLICY RESOLUTION NO. 2002-10**

WHEREAS, the City of East Lansing wishes to use a credit card restricted to the payment of travel and conference expenditures for all departments in conducting official business of the City,

WHEREAS, the City of East Lansing wishes to use a credit card for general purchasing of the City restricted for use to only designated personnel approved by the City Manager,

WHEREAS, in accordance with Public Act 266 of 1995 the City is required to adopt a Credit Card Use policy,

**THEREFORE, BE IT RESOLVED**

the Finance Director or designee is responsible for credit card issuance, accounting, monitoring, retrieval and for overseeing compliance with credit card policies and procedures,

**BE IT FURTHER RESOLVED,**

that the credit card will be issued and used only by authorized City of East Lansing employees and elected or appointed officials,

**BE IT FURTHER RESOLVED,**

that the user of the credit card will submit documentation, in a timely organized manner, for every purchase which includes in detail the goods or services purchased, the date of purchase and the official business for which purchased,

**BE IT FURTHER RESOLVED,**

that the employee issued the credit card is responsible for its protection and custody and will immediately notify the City of East Lansing Finance Department if the card is lost or stolen and will turn in the card prior to termination of employment or term of elected office,

**BE IT FURTHER RESOLVED,**

that the Finance Director for the City of East Lansing will establish internal controls including proper approval(s) of invoices before payment and that statements will be paid in full within not more than 60 days of the statement date,

**BE IT FURTHER RESOLVED,**

that the misuse of the credit card by an employee will result in revocation of the card and/or criminal charges and/or termination of employment,

BE IT FURTHER RESOLVED,

that the total combined authorized credit limit of the credit cards issued by the City of East Lansing will not exceed the credit limit of \$10,000,

BE IT FURTHER RESOLVED that the policy and procedures adopted by this policy resolution will be separately compiled and made available to the public by the City Code Official.

\_\_\_\_\_  
Mark S. Meadows, Mayor

Dated: \_\_\_\_\_

Moved by Council member: \_\_\_\_\_

Supported by Council member: \_\_\_\_\_

ADOPTED: Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

CLERKS CERTIFICATION: I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the East Lansing City Council at its meeting held on Tuesday, \_\_\_\_\_, the original of which is part of the Council's minutes.

\_\_\_\_\_  
Sharon A. Reid, City Clerk

City of East Lansing

Ingham County, Michigan