

**Edwardsville Township**  
**Credit Card Policy and Procedures**

**I. Objectives**

- a. To allow Township personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel and office supplies.
- b. To improve managerial reporting related to credit card purchases.
- c. To improve efficiency and reduce costs of payables processing.

**II. Policies**

- a. Credit cards will only be used for business purposes. Personal purchases of any type are not allowed.
- b. The following purchases are not allowed:
  - i. Alcoholic beverages/tobacco products
  - ii. Capital equipment and upgrades over \$1,000
  - iii. Construction, renovation/installation
  - iv. Controlled substances
  - v. Items or services on term contracts
  - vi. Maintenance agreements
  - vii. Personal items or loans
  - viii. Purchases involving trade-in of Township property
  - ix. Rentals (other than short-term autos)
  - x. Telephones, related equipment, or services
- c. Cash advances on credit cards are not allowed.
- d. 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.

**III. Procedures**

- a. Detailed receipts must be retained and attached to the credit card statements. In the case of meals, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase.
- b. All monthly statements submitted for payment must have the appropriate account number(s) and the associated amounts clearly written on the statement. Multiple purchases charged to the same account number must be subtotaled. Cards may be designated to have all expenses charged to a specific account number, with exceptions noted on the monthly statement, if desired.
- c. Cardholders should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the office of the Township Supervisor. Tangible personal property is property that can be touched and retained in one's possession (excludes food, entertainment, and other consumables.) Services are works or activities performed by another for a fee (includes normal services such as personal services performed by professionals and/or non-professionals, but excludes lodging.) Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales taxes should not be paid (select another vendor) where the purchases are for more substantial expenditures or are repetitively incurred.

This policy was approved on March 25, 2014 by Ordinance No. 2014-O04.

