

STATE OF WISCONSIN
Town of St. Germain, Vilas County
Resolution SG18-02-1

WHEREAS it is sometimes necessary for Town officials or employees to make purchases for the Town by credit card; and


WHEREAS the Town does not presently have credit cards available to Town officials or employees to use for purchases for the Town; and

WHEREAS it is inappropriate for the Town to expect its officials or employees to make purchases for the Town using personal credit cards and then seek subsequent reimbursement from the Town,

BE IT THEREFORE RESOLVED THAT the Town Board shall do all of the following:

1. Adopt a policy referencing this resolution that prescribes:
 - a. Which Town officials or employees shall be authorized to make Town purchases with credit cards issued through a specified Town bank account.
 - b. Under what circumstances Town officials or employees having access to a Town credit card may make purchases with or without prior Town Board approval.
2. Provide credit cards to officials or employees as specified in above referenced policy.
3. Provide to all Town officials and employees having authorized use of Town credit cards the above referenced policy explaining under what circumstances said officials or employees may make purchases for the Town with said credit cards with or without Town Board approval.
4. Review at each monthly Town Board meeting all credit card expenditures appearing on statements from the bank having issued the credit cards for usage by Town officials or employees for Town purchases.

Adopted this 12th day of February 2018



Tom Christensen, Town Chairman

Attest:



Tom Martens, Town Clerk