Resolution No. ___ of 2024
Village of Northport,
State of Michigan

RESOLUTION ESTABLISHING
VILLAGE OF NORTHPORT
CREDIT CARD POLICY

WHEREAS, the Village of Northport, State of Michigan, recognizes the need for a structured policy to govern the issuance, use, and management of municipal credit cards for authorized Village personnel; and

WHEREAS, the Village Council seeks to ensure that all municipal credit card transactions are conducted responsibly, transparently, and in a manner that supports the efficient operation of Village activities; and

WHEREAS, the Village Council formally approved the Village Credit Card Use Policy on August 8, 2024;

NOW, THEREFORE, BE IT RESOLVED that the Village Council hereby adopts the Village Credit Card Use Policy as outlined in the attached document, which establishes the procedures, responsibilities, and restrictions for the issuance and usage of Village-issued credit cards;

BE IT FURTHER RESOLVED that: the Village Manager is hereby authorized to establish a credit card account with Huntington Bank, and the Village Manager, Clerk, and Treasurer (as necessary) are authorized to sign the Commercial Credit Card Agreement, and any other documents necessary to implement the account.

BE IT FURTHER RESOLVED that:

1. **Authorization for Use**: Only authorized employees of the Village of Northport may use a municipal credit card for official business as specified in the attached Credit Card Use Policy.
2. **Cardholder Responsibilities**: Cardholders shall adhere to all responsibilities outlined in the Credit Card Use Policy, including compliance with Village purchasing policies, safeguarding the card, submitting detailed receipts, and prohibiting unauthorized purchases.
3. **Internal Control Procedures**: The Village Manager shall serve as the administrator of this policy, overseeing the issuance, retrieval, and monitoring of all municipal credit cards and ensuring compliance with the procedures and limitations established herein.
4. **Compliance with State Regulations**: All transactions must be documented and reported according to the State of Michigan records retention requirements, with records maintained for seven years.
5. **Limitations on Credit Card Use**: The total credit limit for all Village-issued credit cards shall not exceed the amount determined by the Village Council, capped at either a specified amount or 5% of the Village's total budget, whichever is less.

6. **Enforcement and Penalties**: Any unauthorized or illegal use of Village-issued credit cards shall result in disciplinary action in accordance with Village personnel policies, up to and including termination of employment and potential criminal prosecution.

BE IT FURTHER RESOLVED that the Village Council authorizes the Village Clerk's Office to distribute the Credit Card Policy to each authorized employee, who must sign the Credit Cardholder Agreement (Attachment A) acknowledging receipt and agreement to adhere to the policy.

This Resolution shall take effect immediately upon its adoption.

Adopted this _____ day of _____, 2024.

Certification

I, Joni Scott, Village Clerk of the Village of Northport, State of Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution No. _____ adopted by the Village Council at a regular meeting held on November 14, 2024, and this Resolution is on file in the records of the Village of Northport.

_____

Date:_____