

Town of Foster
Clark County, Wisconsin
Resolution 2026-1
TOWN CREDIT CARD POLICY

WHEREAS, as the governing body of the Town of Foster, the town board is responsible for setting fiscal and management policies, for making financial decisions, and for setting guidelines that govern the financial practices and procedures that town officials and employees follow.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of Foster hereby adopts the policy "Town Credit Card Purchases Policy and Procedures," as attached hereto and made a part of hereof.

* See attached Policy and Procedures

* See attached Employee Credit Card Use Agreement

ADOPTED this 9th day of March 2026, by a majority vote of the town board with a quorum present and voting and proper notice has been given.

Scott Cullen 04-27-2026

Scott Cullen, Chairman

Edward Irish

Edward Irish, Supervisor

Carol Poehnlein

Carol Poehnlein, Treasurer

Gilbert Voelker

Gilbert Voelker, Supervisor

Penny Gehrke

Penny Gehrke, Clerk

TOWN CREDIT CARD PURCHASES POLICY and PROCEDURES 2026

To provide a more effective method for making certain previously approved purchases of goods and services, the town board may approve credit card(s) for the town. The use of a town credit card eliminates the need for a town official to submit a claim for reimbursement for town purchases made with a personal credit card. Often online purchases can save the town money but require the use of a credit card.

The use of a town credit card is only available for purchases which have been previously approved or authorized by the town board pursuant to budget appropriation. This policy does not supersede any other town's financial policies, including spending limitations.

The town board shall approve all credit card providers for use by the town. In the event a credit card selected by the town offers rewards or rebates based upon usage of the card, any such rewards or rebates earned will remain the property of the town.

The town board chairperson and town clerk shall have sole access to any and all credit card numbers, access codes, and/or security codes. Credit card purchases may only be made jointly by the town board chairperson and town clerk.

Rules for the use of credit cards:

1. The town clerk shall set up the credit card account approved by the town board, including the town's tax-exempt status. The approved credit card shall be in the name of the Town of Foster.
2. The town clerk shall keep all charge slips and detailed invoices for credit card purchases.
3. Personal charges on credit cards are prohibited.
4. Cash advances on credit cards are prohibited.
5. Payment is due immediately upon receipt of the monthly statement. Balances on all cards must be paid within thirty days of the billing date.

TOWNSHIP OF FOSTER EMPLOYEE CREDIT CARD USE AGREEMENT POLICY

This Credit Card Use Agreement outlines the responsibilities and conditions under which a Township of Foster purchasing card is issued to an employee. This agreement is entered into between the Township of Foster and:

Employee Name:

Title:

1. Purpose of Card

The Town credit card is issued solely for authorized Town business. Personal use is strictly prohibited.

2. Authorized Use

The employee is authorized to use the credit card only for work related purchases that support Town business as directed by the Town Chairman, the Town Board, or the Clerk. Examples include supplies, materials, tools, equipment, or approved fuel purchases.

4. Receipts and Documentation

The employee must submit receipts for every purchase to the Clerk.

5. Spending Limits

The employee will be informed of the credit limit assigned to the card.

6. Card Security

The employee is responsible for safeguarding the card. If the card is lost, stolen, or compromised, the employee must notify the Clerk immediately.

7. Review and Reconciliation

The Clerk will review all credit card statements monthly. The employee agrees to provide any clarification needed to complete reconciliation.

8. Return of Card

The card remains Town property. It must be returned immediately upon:

- Separation from employment
- Change in duties that no longer require card use
- Request from the Town Board, Town Chairman, or Clerk
- Any incident of misuse

Failure to return the card will be addressed as a personnel matter.

9. Consequences of Misuse

Misuse of the Town credit card may result in:

- Mandatory reimbursement
- Revocation of card privileges
- Disciplinary action up to and including termination
- Referral to law enforcement if fraudulent activity is suspected

10. Acknowledgment

By signing below, the employee acknowledges that they have read and understand this agreement.

Date: _____

Employee signature: _____

Clerk signature: _____