

Acquire municipal credit card

**VILLAGE OF WATERLOO
RESOLUTION NO. 07-13-21-08**

WHEREAS, there are occasions during the transaction of Village business where having a Village credit card would more easily facilitate business; and

WHEREAS, having a credit card requires certain safeguards and restrictions to prevent misuse; and

WHEREAS, the Board of Trustees wish to obtain a Village credit card and establish rules and regulations limiting it's use to approved transactions.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WATERLOO, NEBRASKA, AS FOLLOWS:

THAT, the Treasurer is hereby authorized to apply for a credit card in the name of the Village of Waterloo from Foundation One Bank.

THAT, only the following Village officials and staff members shall be listed on the credit card agreement as authorized users:

Melissa Smith, Megan Pruitt, Tim Donahue

THAT, the Village credit card shall only be used for transactions in which use of a standard purchase order is either impossible or would result in delay in delivery of goods or services during a time of emergency. The Village credit card may also be used to facilitate travel by employees and officials on official Village business. Any use of the credit card shall be done in accordance with the Village's purchasing policies and procedures and travel reimbursement policy.

THAT, use of the Village credit card to charge any personal purchases is strictly prohibited, regardless of whether the official or employee intends to reimburse the town for the purchase.

THAT, any official or employee authorized to use the Village credit card shall submit to the treasurer original receipts for all purchases made with the card as soon as practical after the purchase is made and a receipt is received. Each month the treasurer shall reconcile the receipts submitted with the monthly credit card statement to ensure proper card usage.

THAT, the treasurer shall ensure that the credit card statement is paid in full each month so that no finance charges are incurred. Copies of each month's credit card statement shall be made available to the Board of Trustees upon request.

PASSED THIS 13 DAY OF JULY, 2021
ATTEST:

Melissa Smith
Melissa Smith
Clerk



Travis Harlow
Travis Harlow
Chairperson