

SPENCER TOWNSHIP DEBIT CARD POLICY

1. Introduction

This policy outlines the procedures for the use of debit cards by authorized employees of Spencer Township (the "Township"). It aims to ensure responsible and efficient use of debit cards for approved purchases while safeguarding public funds.

2. Authorized Users

- Debit cards will be issued to a limited number of employees designated by the Township Trustee with approval from the Township Board.
- Authorized users will be informed of the required documentation for transactions.

3. Acceptable Uses

Debit cards may be used for the following purposes, subject to pre-established spending limits:

- Payment for approved office supplies and equipment with receipts.
- Payment for travel and meal expenses with proper documentation and within approved per diem rates.
- Payment of vendor fees associated with pre-approved programs or services.
- Other expenditures pre-authorized by the Township Trustee for legitimate business purposes.

4. Prohibited Uses

Debit cards shall not be used for the following:

- Cash advances.
- Personal purchases of any kind.
- Any expenditure not considered a legitimate business expense of the Township.

5. Issuance and Use

- The Township Trustee will be responsible for issuing debit cards to authorized users after completing a background check.
- Each card will have a unique PIN.
- Lost or stolen cards must be reported immediately to the Township Board President and the issuing financial institution.

6. Security

- The Township will utilize a reputable financial institution with robust security features for debit card transactions.
- Authorized users are responsible for safeguarding their cards and PINs.
- All transactions will require a PIN or other secure verification method.

7. Recordkeeping and Reporting

- Authorized users must maintain detailed records of all debit card transactions, including receipts and supporting documentation.

8. Violations

Misuse of debit cards, including using the card for unauthorized purchases, will result in personal liability for the amount(s) spent up to the limits allowed by law, and potential legal action.

9. Review and Revision

This policy will be reviewed annually by the Township Trustee and the Advisory Board. Revisions may be made to ensure continued responsible and efficient use of debit cards.

10. Contact Information

For questions regarding this policy or debit card use, please contact the Township Trustee at 812.379-8701 or spencertrustee@gmail.com.

