

GRANT TOWNSHIP / CLARE COUNTY, MICHIGAN

RESOLUTION 2026-01

A RESOLUTION TO APPROVE APPLICATION TO ACCEPT AND USE A GRANT TOWNSHIP CREDIT CARD

Whereas, the Township of Grant, Clare County, Michigan has a need to use a credit card in the name of the Township for various uses of a small credit line and,

Whereas, the Township can by resolution authorize the application, acceptance and use of the credit card(s) by its officers and,

Whereas, using a credit card will enhance the efficiency of certain budgeted or Board approved purchases and,

Therefore be it resolved the Grant Township Board approves and accepts the application and use of credit cards for official business of Grant township, accepting the terms and conditions required, and such credit limit shall not be less than \$2,500 nor more than \$5,000, whichever is a minimum requirement, a monthly balance shall be paid promptly and in full each month from Township funds as authorized by the Township Board.

Therefore be it also resolved that Brendan Gregory, Grant Township Treasurer, is authorized to enter into and sign a commercial card agreement with Huntington Bank on behalf of Grant Township.

The foregoing resolution offered by, John Lake.

Supported by, Tammy Teall.

Roll Call, yes Lake yes Teall yes Isaac yes Gilmore yes Gregory

The resolution is declared X adopted ____ failed.

Certification

I, Tammy Teall, the duly elected and acting Clerk of Grant Township, Clare County, Michigan hereby certify that the foregoing resolution was adopted by the Grant Township Board. The resolution takes immediate effect.

Clerk

Date

2/10/26

Grant Township - Fiscal Policy - Credit Cards

I. POLICY

1. **Policy:** The Grant Township Board authorizes the Grant Township Supervisor, Clerk, and Treasurer, to conduct certain financial transactions through credit cards to enhance and/or improve the efficiency of Grant Township and operations, as allowable by law.

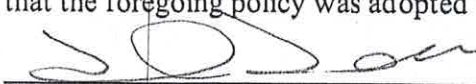
II. PRINCIPLES

1. **Statutory References:** Public Act 156 of 1851 [MCL 46.11(m)] provides that the Board may establish rules and regulations in reference to managing the interests and business of Grant Township and Public Act 266 of 1995 [MCL 129.242(1) et. seq.] requires that the Grant Township Board Members authorize, by Resolution, a credit card policy in conjunction with credit card agreement(s).
2. **County Legislative or Historical References:** None.
3. **Operational Guidelines - General:**
 - 3.a. The Grant Township Treasurer shall be responsible for and have the authority to sign a credit card agreement with the card-issuing entity and shall be responsible for monitoring usage and overseeing compliance with the credit card agreement and this policy.
 - 3.a.1. The credit card may only be used for the purchase of goods and services for use in conducting the official business of Grant Township.
 - 3.a.2. User of the credit card must submit documentation of what goods and services were purchased, the cost, the date of purchase and the official business for which purchased.
 - 3.a.3. The officer or employee issued a credit card is responsible for credit card protection, custody, and must report lost or stolen cards immediately upon discovery.
 - 3.a.4. The officer or employee is to return the credit card to Grant Township upon termination or request.
 - 3.b. The Grant Township Clerk, or his/her designee, shall be responsible for payment approval, accounting, and reporting concerning credit cards.

- 3.b.1. The Grant Township Clerk, or his/her designee, shall prescribe internal control procedures for the use of credit cards in accordance with this policy.
- 3.c.3. The Grant Township Clerk, or his/her designee, shall approve all credit card invoices prior to payment.
4. **Operational Guidelines - Additional:**
- 4.a.1. The balance including interest must be paid within sixty (60) days of the initial statement date.
- 4.a.2. Anyone who violates this policy or state statute shall immediately lose their credit card privileges and shall be disciplined, up to and including discharge, as well as make full restitution to Grant Township for any improper or disallowed purchases.
- 4.a.3. The total combined credit card limit of all credit cards shall not exceed 5 percent of the total General Fund budget for the current fiscal year.
5. **Exceptions:** None applicable.
6. **Implementation Authority:** Upon adoption of this Statement of Policy and Principles, the Grant Township Board Members delegate to the Grant Township Treasurer the management responsibility for the Credit Card program in accordance with all applicable State statutes and this policy.
7. **Periodic Review:** The Grant Township Treasurer shall review this policy at least every two years and make any recommendations for changes to the Grant Township Board.

Certification

I, Tammy Teall, the duly elected and acting Clerk of Grant Township, Clare County, Michigan hereby certify that the foregoing policy was adopted by the Grant Township Board. The policy takes immediate effect.


Clerk

2/10/20
Date