

**LONDON GROVE TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 637**

**AMENDING CREDIT CARD POLICY**

**WHEREAS**, the London Grove Township established a Credit Card Policy (Appendix A) at their December 3, 2014 meeting via Resolution No. 631 and reserves the right to amend said policy,

**WHEREAS**, the London Grove Township began using credit cards minimally as a method of payment in 2009 and has been following understood cash management internal controls,

**WHEREAS**, in addition to the credit cards, the Township's Public Works Departments also utilizes other cards to put purchases "on-account" with certain vendors and follows similar but not identical understood cash management internal controls,

**WHEREAS**, the Township has increased its usage of credit cards over the years and the Township auditor, Barbacane, Thornton & Company suggested the Board adopt formal internal controls via a credit card policy after the 2013 audit in March 2014,

**THEREFORE BE IT RESOLVED**, that the Board of Supervisors of London Grove Township hereby adopts the revised policies and procedures included within the London Grove Township Credit Card Policy (Exhibit A). This policy shall govern the use of all employee credit cards as follows:

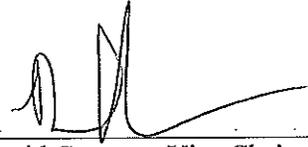
- (a) The Township Manager and Finance/HR Director shall serve as Program Administrators and are responsible for issuing, accounting for, monitoring, retrieving, and generally overseeing compliance with the Township's credit card policy.
- (b) The Township Manager, Public Works Director and Codes Director solely shall approve all transactions in their departments prior to payment.
- (c) The Township employee who uses a Township credit card shall get prior approval from the appropriate supervisor/department head before charging on all expenditures over \$1,000 and shall submit a copy of the vendor's receipt and/or invoice within seven (7) business days of the purchase to their supervisor/department head for signature/stamp and appropriate accounting code. The supervisor/department head then provides the receipt/invoice to the Finance/HR Director for entry/payment.
- (d) The Township credit card is authorized for the purchase of goods and services for official Township business only.
- (e) The Township Manager and Finance/HR Director are responsible for the credit cards' protection and custody. If a credit card is lost or stolen, the employee shall notify the Township Manager and/or Finance/HR Director so that they can contact the issuing entity to cancel said card.

(f) The Township officials and employees shall receive a copy of the Credit Card Policy and shall sign a Credit Card Agreement in acknowledgement.

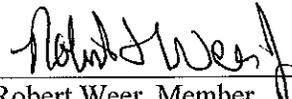
I hereby certify that the London Grove Township Board of Supervisors adopted this Resolution this 4<sup>th</sup> day of February 2015.

**BOARD OF SUPERVISORS  
LONDON GROVE TOWNSHIP**

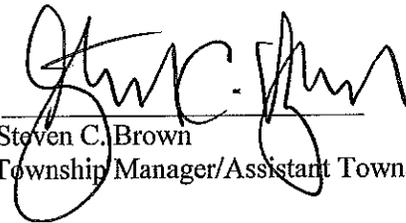
  
Richard Scott-Harper, Chairman

  
David Connors, Vice Chairman

  
Robert Hittinger, Member

  
Robert Weer, Member

  
Michael Pickel, Member

ATTEST:   
Steven C. Brown  
Township Manager/Assistant Township Secretary