

# Township of Colfax, Oceana County, Michigan

## Resolution 2025-8/Credit and Debit Card Policy

PRESENT: David Leonard Corinne Norton ABSENT: Brad Norton

Shelby Branch & Stewart Overway.  
At a regular meeting of the Colfax Township Board held on September 2, 2025, the following resolution was offered by Supervisor David Leonard.

WHEREAS, the Colfax Township Board recognizes that Public Act 266 of 1995 authorizes a township to be a party to a credit or debit card arrangement if the township board has adopted by resolution a written policy governing the control and use of same, and

WHEREAS, the Colfax Township Board deems that it is in the best interest of the township to make certain township financial transactions via credit or debit card as described in Public Act 266, now

THEREFORE, BE IT RESOLVED, that the following policy shall govern use of township credit or debit card:

- a) The Treasurer shall be responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.
- b) The Clerk shall present transactions conducted via credit or debit card along with other township invoices at next regular meeting of the Colfax Township Board for approval.
- c) Credit/debit card use may only be conducted by an officer of the township for the purchase of goods or services for official township business. Credit/debit card use is limited to the following:
  - a. Payment of web site services, on-line purchases, or automatic and/or electronic bill pay of board approved services.
  - b. Necessary retail purchases that may arise to perform day-to-day operations, such as office supplies, grounds maintenance equipment, or I.T. services in which it is impractical to seek prior Board approval.
  - c. The Board will approve purchase limits at time of annual budget meeting and reserves the right to alter this amount via resolution at its discretion throughout the fiscal year.

Upon a roll call vote, the Colfax Township Board voted:

AYE: 4 NAY: 1

The Supervisor declared the resolution adopted.

Attested by:

Clerk: Corinne Norton

Date: September 2, 2025