



Mackinac Island State Park Commission
Policy

Credit Card Use

Minutes: March 22, 2000, p. 3221
March 23, 2012, p. 3987

Preamble:

This policy provides authorization and requirements for the use of credit cards by Commission officers and employees.

General Policy:

State of Michigan Procurement Cards, Revenue Bond credit cards, store cards, and telephone credit cards shall be used only by an officer or employee of the Commission for the purchase of goods or services for the official business of the Commission.

Procurement Card and Telephone card policies and requirements are issued by the State of Michigan, and shall be followed for all stateside fund expenditures purchases. No other form of credit card may be used for stateside funds. The issuance of Revenue Bond credit cards shall be limited to the fewest number of cards required to efficiently conduct the business of the Commission.

The director shall determine and approve the issuance of credit cards to members of the staff, and the conditions thereof. Dollar limits shall be established for each card consistent with anticipated use and purchasing procedures. Accrued points, rebates or premiums, such as frequent flyer miles, may only be used for MSHP benefit.

The Finance Manager is responsible for the accounting, monitoring, retrieval and general oversight of credit card use and compliance with this policy.

The officer or employee issued a credit card shall immediately sign his or her name on the card, will be responsible for its protection and custody, and shall immediately notify the Finance Manager if the card is lost or stolen. The officer or employee shall surrender the card to the Finance Manager upon departure from commission service.

The officer or employee assigned use of a credit card shall maintain a log adequate to provide documentation of the goods or services purchased, cost, date of the purchase and the official business. Documentation including logs and receipts shall be provided to the accounting unit and credit card invoices shall be reconciled to documentation monthly by accounting staff.

Any officer or employee who fails to comply with policy will have the credit card revoked, and will be subject to disciplinary action according to established procedures.