Augusta Charter Township

Washtenaw County, Michigan

RESOLUTION NUMBER: 24-14

RESOLUTION TO ADOPT A CREDIT CARD ACCEPTANCE POLICY

DATE PROPOSED: May 28, 2024

DATE ADOPTED: May 28, 2024

WHEREAS, the use of credit cards as a payment methods is universal; and

WHEREAS, the use of credit cards can improve certainty of collection, acceleration of payments and availability of funds, lower costs, and enhance customer service; and

WHEREAS, the Township Board deems that it is in the best interest of the Township to accept certain financial transactions via credit card;

NOW, THEREFORE, BE IT RESOLVED, that the following shall govern the acceptance of credit cards as a payment method:

(a) The Treasurer shall be responsible for establishing all credit card acceptance arrangements for the Township;

(b) The Treasurer's attached written policy is approved by the Board and shall be followed in accordance with all applicable laws and regulations;

(c) The Treasurer shall be responsible for accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties.

The foregoing resolution offered by Board Member Gonczy and supported by Board

Member Shelby.

Roll Call: Aye; Adams, Burek, Hall, Gonczy, Fuqua-Frey, Shelby.

Nay; Ortiz.

Absent; None

The Supervisor declared the resolution adopted.

Brian Shelby, Supervisor — 6/3/24 Date

CERTIFICATE

I, Kimberly Gonczy, the duly elected and acting Clerk of Augusta Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township, as presented at a regular meeting of said Board held on May 28, 2024, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

Kimberly Gonczy   6/3/2024

Kimberly Gonczy, Clerk   Date

CHARTER TOWNSHIP OF AUGUSTA

CREDIT CARD ACCEPTANCE POLICY

Charter Township of Augusta - Board Resolution # 24-14

Adopted May 28, 2024

Credit Card Acceptance Policy

Reason for Policy

Credit card acceptance as a payment method via nationally recognized credit cards has become universal within the private sector, where cards are now accepted at point of sale for even small transactions. Credit card transactions can also be of benefit to governmental entities by improving certainty of collection, accelerating payments and availability of funds, lowering costs, and enhancing customer service.

Applicability

This policy applies to all Township operations.

Policy Statement

The Township will accept credit card payments as deemed appropriate and authorized in writing by the Township Treasurer. The Township shall adhere to this policy, MCL 129.221-224 (Act 280 of 1995), and Processing Card Industry (PCI) compliance guidelines.

Policy Procedure

1) Credit Cards may be accepted through Point & Pay where the transaction is conducted through the Point & Pay's integrated system for credit card data entry needed to complete the transaction.

2) All paperwork, records, receipts, electronic data, etc. containing cardholder account numbers and information shall be treated as private information. That private information must be protected against unauthorized disclosure. Except for the payer's name and the amount paid, any credit card information obtained for the purpose of accepting a credit card payment must be destroyed (via permanent deletion or shredding) immediately after the payment transaction has been completed. Exceptions to this provision must be authorized in writing, in advance by the Treasurer.

3) Card issuers promulgate specific regulations which determine how the cards may be used in relation to the type of charges, how and in what manner the card is presented and used at the time of purchase, the process by which fees and discounts are handled and recovered, the level of security of data at time of sale and during the proper storage and maintenance of this information, all of which are firmly enforced.

4) Credit card issuers mandate that precautions be taken to eliminate unauthorized on-line access to data, and proper security must be in place to control access to equipment.