CLEMIS

Credit Card Use Policy

of the

COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM (CLEMIS) AUTHORITY

(as of May 19, 2026)

ARTICLE I
PURPOSE AND SCOPE OF POLICY

1.1. The purpose of this Policy is to comply with Public Act 266 of 1995, as amended, MCL 129.241 to MCL 129.247, which requires that certain controls and responsibilities be adopted by the executive committee (the "**Executive Committee**") of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the "**Authority**") when the use of credit cards is authorized.

1.2. This Policy applies to all officers and employees of the Authority.

ARTICLE II
INTERNAL CONTROL PROCEDURES

2.1. The chief executive officer of the Authority (the "**CEO**") and the chief operating officer of the Authority (the "**COO**") are responsible for the Authority's credit card issuance, accounting, monitoring, retrieval, and generally for overseeing compliance with this Policy.

2.2. The CEO and the COO shall be responsible for the following:

(a) authorizing, assisting, and maintaining record of issuance and retrieval of Authority credit cards and overseeing compliance with this Policy;

(b) accounting and payment of expenses;

(c) ensuring accuracy of the credit card statement and that activity and account information is noted on the credit card statement for each line of entry;

(d) paying the credit card balance, including interest, on an extension of credit under the credit card arrangement within not more than sixty (60) days of the initial credit card statement date; and

(e) ensuring compliance with State of Michigan records retention requirements for safekeeping of credit card statements and receipts for seven (7) years.

2.3. The authorized officer or employee and the CEO or the COO shall authorize each purchase by signing or initialing each receipt.

2.4. All documentation must accompany credit card invoices before payment is made, and the CEO or the COO must approve credit card invoices before payment is made.

2.5. Notwithstanding section 2.2(d), it is intended that any current balances will be paid within the required timeframe so as to not incur interest costs.

2.6. The total combined authorized credit limit of all credit cards issued by the Authority shall not exceed fifty thousand dollars ($50,000.00).

2.7. The Executive Committee may include in its budget and pay the balance due on any credit cards, including the annual fee and interest.

ARTICLE III
CARDHOLDER RESPONSIBILITIES

3.1. Only authorized officers and employees of the Authority may use the Authority credit card. Each officer or employee authorized to use the Authority credit card must sign the Credit Cardholder Agreement, attached hereto as Attachment A.

3.2. The Authority credit card may only be used by authorized officers and employees for the purchase of goods or services for the official business of the Authority.

3.3. The authorized officer or employee using the credit card shall submit documentation that includes the details of the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which the goods or services were purchased. The documentation must be submitted to the CEO or the COO in a timely manner to reconcile against the monthly credit card statement.

3.4. The authorized officer or employee to whom the credit card is issued is responsible for its protection and custody and shall immediately notify the CEO or the COO if the credit card is lost or stolen.

3.5. The authorized officer or employee using the credit card must notify vendors or merchants that the credit card transaction should be exempt from Michigan Sales and Use Taxes if the credit card is used for the purchase of goods or services in the State of Michigan.

3.6. The credit card may not be used for cash advances, personal use, or any purchase not specific to the needs of the Authority.

3.7. Authorized officers and employees must immediately surrender the credit card upon termination of employment, service, or contract. The Authority reserves the right to withhold final payroll checks until the credit card is surrendered.

3.8. Any authorized officer or employee found to have intentionally used the Authority credit card for an illegal or unauthorized use may be subject to penalties allowed by law and/or disciplinary measures, up to and including termination, and subject to reimburse the Authority for the unauthorized charges.

ATTACHMENT A

CREDIT CARDHOLDER AGREEMENT

Requirements for use of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the "**Authority**") credit card:

(1) The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, the Authority.

(2) The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by the Executive Committee of the Authority, attached hereto.

Violations of these requirements may result in revocation of use privileges. Officials and employees found to have inappropriately used the credit card will be required to reimburse the Authority for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken, up to and including termination. The Authority will investigate and commence, in appropriate cases, criminal prosecution against any officer or employee found to have misused the credit card or who violates the provisions of this Credit Cardholder Agreement.

Credit Card Account Number: ______________________________

Received By: ______________________________
Printed Name

I acknowledge receipt of the attached Credit Card Use Policy and agree to abide by the Credit Card Use Policy.

Signature: ______________________________

Date: ______________________________

(For the Authority's Use Only)

Credit Card Returned

Authorized Signature: ______________________________

Date: ______________________________