



**CITY OF PONTIAC**  
**OFFICE OF THE EMERGENCY MANAGER**  
**LOUIS H. SCHIMMEL**

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**Dated: August 12, 2013**

**ORDER NO. S-318**

**RE: Credit Card Policy**

**TO: Sherikia Hawkins, City Clerk**  
**John Naglick, Finance Director**

The Local Financial Stability and Choice Act (Act 436 of 2012/MCL 141.15411, et. seq.) in Section 10 empowers an Emergency Manager to issue orders to the appropriate local elected and appointed officials and employees, agents, and contractors of the local government a Manager considers necessary to accomplish the purposes of the Act and any such orders are binding on the local elected and appointed officials and employees, agents, and contractors of the local government to whom they are issued.

Section 12(1) of the Act provides that “[a]n emergency manager may take 1 or more of the following additional actions with respect to a local government that is in receivership, notwithstanding any charter provision to the contrary: (ee) [t]ake any other action or exercise any power or authority of any officer, employee, department, board, commission, or other similar entity of the local government, whether elected or appointed, relating to the operation of the local government. The power of the emergency manager shall be superior to and supersede the power of any of the foregoing officers or entities.”

Whereas, Public Act 266 of 1995 requires the governing body to adopt a written policy regarding the use of a credit card before the City may enter into any arrangement.

**It is hereby ordered:**

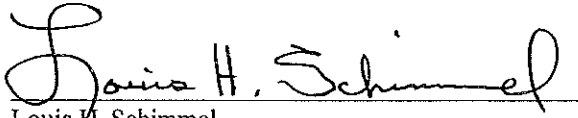
1. The attached “City of Pontiac Credit Card Policy” is adopted.
2. All other credit card policies adopted by the City of Pontiac are hereby repealed.

**The Order shall have immediate effect.**

Copies of the documents referenced in this Order are to be maintained in the offices of the City Clerk and may be reviewed and/or copies may be obtained upon submission of a written request consistent with the requirements of the Michigan Freedom of Information Act and subject to any exemptions contained in that state statute and subject to any exemptions allowed under that statute (Public Act 442 of 1976, MCL 15.231, et. seq.).



This order is effective as indicated and is necessary to carry out the duties and responsibilities required of the Emergency Manager as set forth in the Local Financial Stability and Choice Act (Act 436 of 2012/MCL 141.15411, et. seq.) and the contract between the Local Emergency Financial Assistance Loan Board and the Emergency Manager.

A handwritten signature in cursive script that reads "Louis H. Schimmel". The signature is written in black ink and is positioned above a horizontal line.

Louis H. Schimmel  
City of Pontiac  
Emergency Manager

cc: State of Michigan Department of Treasury  
Mayor Leon B. Jukowski  
Pontiac City Council



## City of Pontiac Credit Card Policy

In accordance with Public Act 266 of 1995, the following policy is hereby adopted:

The City of Pontiac shall be permitted to use credit cards only in accordance with this policy:

- a) The Finance Director is responsible for the City's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.
- b) A credit card may be used only by an officer or employee of the City for the purchase of goods or services for the official business of the City. Credit cards are issued and used only as follows:
  1. **Home Depot** – Larry Robinson and Terry King to be used only for purchases at Home Depot;
  2. **Pacific Pride** - One card shall be issued per vehicle to be used only for fuel purchases at Pacific Pride. The vendor has established a system to monitor fill-ups and advises City when usage is abnormally high.
  3. **Staples** – Under custody of Finance Director and be used only at Staples when an emergency purchase or copy job is required to be made at Staples by either a City employee.
- c) An officer or employee using credit cards issued by the City shall submit to the Payables and Receivables Manager documentation described herein, including the receipt obtained at point of purchase, detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.
- d) An officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the Finance Director if the credit card is lost or stolen.
- e) An officer or employee issued a credit card shall return to the Finance Director the credit card upon the termination of his or her employment or service in office with the City.
- f) Immediately upon making a purchase with the credit card, the officer or employee shall present the original store receipt to the Finance Director, which has been signed by the department head. If the Finance Director authorizes the purchase, then the receipt shall be presented to the Deputy Finance Director.
- g) The department head and the Finance Director shall approve all credit card invoices before payment.
- h) The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date.
- i) Failure to follow this policy or unauthorized use of a credit card by an officer or employee of the City is subject to discharge.
- j) The total combined authorized credit limit of all credit cards issued by the City shall not exceed \$50,000 or 5% of the total budget of the City for the current fiscal year, whichever is less.
- k) All amendments to this policy shall be approved by the City Council.
- l) Employees shall sign a copy acknowledging the reading and understanding of this policy, and such documentation shall be kept in their personnel file.

