

Town of St. Joseph, St. Croix County, Hudson, WI

Resolution 2025-06 – Town Credit Card Policy

Whereas, the Town of St. Joseph (Town) may need to issue a credit card to town officials and/or employees to expedite the purchase of items necessary to conduct the business of the Town; and

Whereas, the Town Board is responsible for all Town expenditures and, because of that responsibility, wishes to set guidelines for use of a Town credit card by Town officials or employees; and

Now, therefore, be it resolved as follows:

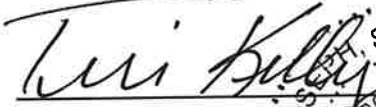
1. Persons eligible for receipt of a credit card in the Town's name shall be as follows:
 - a. Town Board chairperson
 - b. Clerk/Treasurer
 - c. Town of St. Joseph Fire Chief
 - d. Any person approved by the Town Board
 - e. Any persons approved to operate the Town tractor will have access to a credit card at the Coop in Burkhardt and Kwik Trip in North Hudson for diesel fuel purchases only.
2. A Town credit card may be used for the following expenses:
 - a. Purchase of office or town hall supplies, software and office repairs not to exceed \$3500.
 - b. Purchase of services including fuel, repairs to Town vehicles and/or machinery, not to exceed \$3500.
 - c. Payment of a fee to attend a training class related to Town business, not to exceed \$750.
 - d. Any expenditure exceeding the limits above shall not be charged on a Town credit card unless prior approval by the Town Board.
 - e. Computer hardware expenditures shall be approved by the Town Board prior to being charged.
3. As an additional check on expenditures, the Clerk/Treasurer shall notify the chair by email prior to charging on the credit card.
4. As an additional check on expenditures, the Chair shall notify the Clerk/Treasurer by email prior to charging on the credit card.
5. All Town credit card statements shall be reviewed by the Town Board each month.
6. Each item on the credit card statement should be accompanied by a receipt.
7. The Town Board shall approve a new credit card or a renewal of an existing Town credit card.

8. The Town Board shall approve the addition or removal of any persons for the Town credit card.

I hereby certify that the foregoing RESOLUTION was duly adopted by roll call vote by the Town Board of the Town of St. Joseph at a legal meeting held on the 13th day of November, 2025.



Theresa Johnson, Town Chair – Town of St. Joseph



Attest: Teri Kelly – Clerk/Treasurer – Town of St. Joseph

