

RESOLUTION NO. 1843
ADOPTING AND APPROVING A CREDIT CARD POLICY
AS REQUIRED BY OHIO R.C. 9.21 (H.B. 312)

WHEREAS, the City of Uhrichsville, Ohio has the following credit card accounts:

1. Lowe's (credit limit of \$5,000.00);
2. Staples (credit limit of \$10,000.00);
3. Dollar General - Waterpark (credit limit of \$500.00);
4. Dollar General - City (credit limit of \$500.00);
5. Mastercard – Fire Department (credit limit of \$1,000.00);
6. Mastercard – Police Department (credit limit of \$1,000.00); and
7. Visa (credit limit of \$3,000.00).

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF COUNCIL OF THE CITY OF UHRICHSVILLE, OHIO THAT THE FOLLOWING POLICY SHALL GOVERN THE USE OF CITY CREDIT CARDS:

General Requirements

The name of the political subdivision holding the credit card account, the City of Uhrichsville, Ohio, must appear on each presentation instrument related to the account, including the credit cards.

The Auditor is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the City's credit card policy.

The use of debit cards is prohibited by Ohio law.

City credit cards 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; the following are authorized uses:

Permitted Uses

The use of credit card is limited to the following circumstances:

- Purchase of capital outlays up to \$2,500 for travel, meals and accommodations while on City business (excluding expenses incurred in operating a privately-owned automobile)
- Gas, oil and other necessary expenses incurred in operating a City-owned vehicle
- Other business necessities required by the job and circumstances allowed by law

Documentation of Expenditures

City officers and employees who use a City credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Auditor. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of the vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

Protection-Custody

An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Auditor shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

An officer or employee issued a credit card shall return the credit card to Auditor upon termination of his or her employment or service with the City.

The Auditor shall maintain a list of all credit cards owned by the City, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

Auditor Review – Council Approval

The Auditor shall review each credit card statement as soon as possible after receipt to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the members of City Council.

The City Council shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than sixty (60) days of the initial statement date.

Misuse

Officers and employees who use a City credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the members of City Council:

- Verbal counseling
- Written reprimand
- Suspension
- Termination
- Reimbursement to the ^{city} township for unauthorized expenditures

Council Discretion

The members of City Council or Auditor may further:

- Establish limits on the total amount of outstanding charges
- Naming specific officers or positions that are authorized to use a credit card

Periodic Review - Reports

The members of City Council, as the legislative authority of the political subdivision must review the following at least quarterly: the number of cards issued, the number of active cards issued, and the card's expiration dates and credit limits. The members of City Council must conduct this review at least semiannually upon presentation of a suitable report from the Auditor.

Itemized Receipts

Since the Auditor shall retain general possession and control of the credit card account and presentation instruments, and officers or employees may use the account or instruments, the Auditor must use a system to sign out credit cards to the authorized users. The officer or employee is liable in person and upon any official bond the officer or employee has given to the political subdivision to reimburse the treasury the amount for which the officer or employee does not provide itemized receipts in accordance with this credit card policy.

Misuse of Credit Card

Under Ohio law, an officer, employee, or public servant who knowingly uses a credit card account for expenses beyond those authorized by the legislative authority is guilty of misuse of credit cards. Depending on the circumstances and the amount of money involved, misuse of credit cards ranges from a first-degree misdemeanor to a second-degree felony.

Credit Card Rewards Reports


The Auditor or the Auditor's designee annually must file a report with the City Council, detailing all rewards received based on the use of the political subdivision's credit card account.

This Resolution shall be in force and become effective immediately upon its execution.

PASSED: January 10, 2019.



Mark Haney
President of Council



Rick Dorland
Mayor

Certified by:



Trisha Addison
Council Clerk

Attested to:

James J. Ong
Law Director