

RESOLUTION OF THE COUNCIL OF THE VILLAGE OF BEAVERDAM,
ALLEN COUNTY, OHIO

RESOLUTION NUMBER 2019-09,

PASSED 2/5/19, 2019

A RESOLUTION OF THE VILLAGE OF BEAVERDAM ESTABLISHING A CREDIT
CARD PURCHASE AND USE POLICY

WHEREAS, credit card theft and fraud are on the rise.

AND WHEREAS, the Village Council desires to protect the public funds held and administered by the Village.

THEREFORE BE IT HEREBY RESOLVED, by the Council for the Village of Beaverdam, at least a majority thereof agreeing that:

The following policy shall apply to the use of all Village credit cards, debit cards, checks upon a credit or debit account, and vendor/purchase cards.

As used in this section:

"Credit card account" means any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository- issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or gift card account related to the receipt of grant moneys.

"Credit card account" does not include a procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the card account.

"Employee" shall include both part time as well as full time employees, and appointed or elected officials.

1. Full time and part time employees of the Village shall be entitled to use Village credit cards, and vendor/purchase cards, when authorized, in writing, by the Mayor, Fiscal Officer or Village Administrator.
2. Village credit cards shall be used only, and solely, for necessary purchases on behalf of the Village of Beaverdam, which are incurred in the ordinary course of the business of the Village. Under no circumstances should any Village credit card be used for any private purchase, or non-Village purchase, even if reimbursement is made immediately. All purchases in excess of \$100.00 shall first be approved by the Fiscal Officer, the Village Administrator, or the Mayor.

3. Whenever purchases are made on Village credit cards, the employee or official making the purchase, shall be responsible for obtaining, and maintaining, a copy of an itemized receipt, or other verification of the purchase, and shall transmit the same to the Fiscal Officer, who is responsible for the payment of the subject account, by the end of the working day, or if the purchase is made after hours, by the end of the next working day. If an employee fails to provide an itemized receipt, the employee is liable in person to reimburse the Village for the amount for which they did not provide a receipt.
4. All Village employees should protect Village credit cards, credit card account numbers and other sensitive information from loss or disclosure.
5. No officer, employee or appointee of the Village of Beaverdam or as a public servant as defined under Section 2921.01 of the Ohio Revised Code, shall knowingly , misuse a credit card account held by the Village of Beaverdam.
6. No credit card or credit card account shall be applied for, opened or obtained, without the knowledge and consent of the Village Counsel.
7. Credit cards shall be accounted for daily and shall be stored in a secured location, except when in use.
8. All of the following shall require the prior consent of the Mayor, Fiscal Officer or the Village Administrator :
 - a. Purchases for an amount in excess of \$100.00.
 - b. The requesting of an additional card or replacement card.
 - c. The request for an increase in the credit limit upon and credit card.
 - d. The request for checks upon any credit card account.
9. If a credit card is lost, stolen or destroyed, it shall be reported immediately to one of the following, Mayor, Fiscal Officer or the Village Administrator who shall immediately report the card lost or stolen. If none of these individuals are available the employee shall immediately report the card lost or stolen to the bank or institution issuing the card.
10. The account attached to any lost or stolen credit cards shall immediately be cancelled, and new cards shall be issued under a new account number.
11. The maximum credit limit upon any credit card held by the Village shall be no more than \$4500 per Fiscal Officer. Unless the card is a vendors card which is not subject to a spending limit.
12. Any use of a credit card without proper authority, in excess of authority or established spending limits, or for any personal or non-Village expense, repeated loss of a credit card, or other violation of this resolution shall be deemed misuse and subject the employee to potential penalties up to and including dismissal or the filing of criminal charges.
13. The name "Village of Beaverdam" shall appear on all credit cards and checks.
14. The Village Council shall appoint a compliance officer, annually, who is not authorized to use credit cards, and is not permitted to authorize credit card use. The Compliance Officer and the Village Council, shall at least quarterly, review the number of cards and accounts issued, the number of active cards, the expiration dates, and cards' and accounts' credit limits.
15. No debit card shall be authorized, held, issued or used, except by a law enforcement officer for a law enforcement purpose.

16. The Fiscal Officer shall file a report with the Village Council, at least annually, detailing any rewards received by the Village connected to any credit card.
17. Credit Card Statements and bills shall be reviewed monthly by one or more members of the finance committee or one or more members of the Village Council.

Violation of this Policy may be grounds for disciplinary action, up to and including termination, and could possibly subject the employee to criminal prosecution.

Vote: Yes 5 No -

Pamela LePine
Pamela LePine - Mayor

ATTEST: Annie Mae Palte
Annie Palte - Fiscal Officer