

AN ORDINANCE ESTABLISHING A  
CREDIT/DEBIT CARD POLICY FOR THE  
VILLAGE OF HARVEYSBURG

WHEREAS, there has been additional regulations imposed by the State of Ohio regarding requirements for credit/debit card policies in local government entities, and the Village of Harveysburg's policy must be updated to conform to these requirements;

WHEREAS, the Village Council for the Village of Harveysburg wishes to enact a credit card policy in its entirety as follows in this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Harveysburg, Warren County Ohio as follows:

SECTION 1. The Credit/Debit Card Policy for the Village of Harveysburg shall be in the form of the attached policy.

Section 2: This Resolution was adopted in an open public session pursuant to section 121.22 of the Ohio Revised Code.

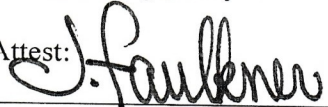
Section 3: This Resolution shall be deemed an emergency measure for the Village welfare and thereby the three readings as required by law are waived.

READ:

PASSED: January 28, 2018

\_\_\_\_\_  
Richard Verga, Mayor

Attest:

  
\_\_\_\_\_  
John Faulkner, Fiscal Officer

January 28, 2019

ORDINANCE: #2019-001

**PURPOSE**

The Harveysburg Village Council through Ordinance #2019-001 established a Credit Card Account Policy per the O.R.C. as amended by House Bill 312. This policy and procedures is intended to ensure that appropriate internal controls are established within each department procuring with credit card accounts so that they are used for authorized purposes only

**SCOPE**

As used in this policy and procedures "Credit card account(s)" means any bank issued credit card account, store-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(s)" 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 the use of the card account.

This policy prohibits the use of debit card accounts after the credit card(s) have been procured and authorized for any purpose other than Fiscal Officer or Finance Committee authorized purposes and debit accounts related to the receipt of grant moneys.

**OFFICERS AND POSITIONS AUTHORIZED TO USE A CREDIT CARD**

- . Mayor
- . Council President
- . Department Heads
- . Fiscal Officer
- . Village Administrator
- . Others specifically authorized by Council

**TYPES OF EXPENSES**

**Prohibited Expenses:**

The following purchases are strictly prohibited:

- . Purchases not related to the business of the Village
- . Maintenance agreements unless approved by the Fiscal Officer
- . Items or services on term Contracts unless approved by Fiscal Officer

**Allowed Expenses:**

- . Travel/Training - Expenditures related to travel and Training such as registration, accommodations', parking, Cab/Uber charges, and airline tickets.
- . Supplies - If not available through a purchase order or in emergency situations.

**Parking Charges:**

- . Parking charges will only be covered with a receipt stating the charge. The date on the parking receipt must match the approved travel dates on the **Travel/Training** form.

**PROCEDURE FOR ACQUISITION, USE AND MANAGEMENT OF A CREDIT CARD ACCOUNT.**

**Acquisition of an account:**

The procedure for establishing a credit card account or a store-issued Credit card account is as follows:

- 1) Only the Fiscal Officer or Elected Official may request to Open a credit card account or a store-issued credit card account.
  - (a) **Department Head** - Submit request to the Fiscal Officer. The Fiscal Officer makes the approval.
  - (b) **Elected Official** - Submit the request to the Fiscal Officer for approval.
- 2) The Fiscal Officer is responsible for processing the application, including signing the application and signing the credit limit statement.
- 3) The legislative appointed compliance officer (to be appointed by the legislative authority/Village Council) may not authorize an officer or employee to establish a credit card account or a store-issued credit card account.

all credit cards and checks.

- 5) The card requestor, or their designee, will report the new credit card account to the compliance officer.

**Use and management of a charge account:**

- 1) Before any purchases are made, the requestor, or their designee, should verify that a purchase order has been approved for the related expense. If the card will be used for travel and registration, a **Travel/Training** expense for must be approved.
- 2) Employees should make every effort to ensure that purchases do not include sales tax. A **tax exemption certificate** is available through the Fiscal Officer's office. Sales taxes may be paid for minimal expenditures from time to time vendors who refuse the tax exemption, but sales tax should not be paid where the purchases are for more substantial expenditures. The official and employee **may** be personally responsible for payment of sales tax. Exceptions will be made for online vendors who do not recognize our tax-exempt status.
- 3) Officers and employees are responsible for all charges made to the card. Detailed **itemized** receipts for each charge on the account must be retained and attached to the requisition for re-attaching to the vendor warrant. A printed copy of the completed online purchase must be provided for all online purchases.
- 4) Detailed receipts must be retained and promptly given to the department head, or their designee. Failure to provide receipts will result in the employee's responsibility for the charges
- 5) Monthly statements will be sent to the main account holder/department.
  - (a) Upon receipt of the statement, the receipts will be matched to the detailed charges and prepared for payment per the Fiscal Officer's accounts payable procedure.
  - (b) Any items that do not have a receipt will be the **personal responsibility** of the card user.

- (i) If Late fees are incurred, it is the responsibility of the department head, or their designee, to request the charges be removed.
  - (ii) The payment of late fees on habitually tardy bills will become the responsibility of the department head, or their designee.
- 6) Card statements are reviewed monthly by the Fiscal Officer or the Finance Committee for unauthorized charges and other discrepancies.

**Credit cards are to be returned to the Village immediately upon ending employment.**

**Quarterly, all departments with credit card accounts must report the following information to the fiscal officer and the Finance Committee:**

- 1) Cards and accounts issued during the quarter
- 2) Number of active cards and accounts
- 3) Expiration dates of all cards
- 4) Credit limits for all cards
- 5) Card earned incentives/rewards. (All points earned, and incentives are the property of the Village. The Finance Committee will determine the distribution.)

### **PROCEDURE FOR CREDIT CARD ISSUANCE AND CANCELLATION**

Employees are required to sign the "Credit Cardholder Agreement" (attachment A) prior to issuance of a credit card. This will be monitored by the department head, their designee, the Fiscal Officer, and the Finance Committee.

The Village Fiscal Officer is authorized to revoke the use of any credit card issued and immediately require the cardholder to surrender the credit card. The Fiscal Officer will immediately report this action to the Finance Committee.

**Once a credit card is determined to be unnecessary/unneeded the following steps must be taken:**

2) The department head needs to contact the issuing bank and request that the card be canceled

3) Once the card is cancelled:

- (a) The card number must be confirmed
- (b) Marked on the credit card control sheet
- (c) Physically destroying the card

### **REPORTING LOSS OR STOLEN CREDIT CARD**

Lost or stolen credit cards must be immediately reported to the department head, or their designee. Once reported, the department head will report the same to the Fiscal Officer. The Fiscal Officer will then report the lost or stolen card to the issuing bank for immediate cancellation. A stolen card must be immediately reported to authorities for possible criminal mis-doings. The Fiscal Officer will inform the Mayor and finance Committee.

**Reissuance - lost or stolen cards will be reviewed based on circumstances**

### **MAXIMUM CREDIT LIMIT**

Credit card limits will not exceed \$5,000.00

### **INCENTIVE PROGRAMS/REWARDS**

Any incentive/rewards derived using the Village's credit card will be the property of the Village of Harveysburg. All incentive/rewards must be reported to the Compliance Officer and Fiscal Officer quarterly.

### **PERIODIC REVIEW**

#### **Compliance Officer/Legislative Authority Reporting**

The legislative authority shall appoint a compliance officer. The compliance officer may not use a credit card account and may not authorize an officer or employee to use a credit card account. The compliance officer and the legislative authority at least quarterly must review the number of cards and accounts issued, the number of active

The Village of Harveysburg will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of this cardholder agreement.

Credit Card Account Number: \_\_\_\_\_

Received by: \_\_\_\_\_

**NAME (Please print)**

I acknowledge receipt of the attached Credit Card Policy and Procedures and agree to abide by the said Policy and Procedure.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(Below, for Village Use Only)**

**CREDIT CARD RETURNED**

Authorized Signature \_\_\_\_\_

Date: \_\_\_\_\_

The Fiscal Officer must present monthly to the legislative authority/Village Council credit card account transaction detail from the previous month. The legislative authority must review the credit card transaction detail and the presiding officer of the legislative authority must sign an attestation stating the legislative authority reviewed the credit card transaction detail.

The Fiscal Officer, or a designee, annually must file a report with the legislative authority detailing all the rewards received based on the use of the Village of Harveysburg's credit card account.

#### **Auditor-State of Ohio Reporting**

Annually, the Fiscal Officer shall file a report with the Auditor of State detailing all rewards received by the Village based on the use of a credit card account.

**(The Auditor-State of Ohio shall promulgate rules detailing the way the village shall report to the Auditor-State of Ohio rewards received by the village for use of the credit card account)**



**ATTACHMENT A**

**VILLAGE OF HARVEYSBURG, OHIO**

**CREDIT CARDHOLDER AGREEMENT**

Requirements for use of a Village of Harveysburg credit card (including a store credit):

- 1) The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of The Village of Harveysburg, Ohio.
- 2) The credit card must be used in accordance with the provisions of the Credit Card Policy and Procedures established by the Village of Harveysburg, Ohio, as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit

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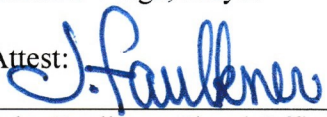
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