

RESOLUTION 2019-14-F**A RESOLUTION APPROVING THE VILLAGE OF GREENHILLS, OHIO CREDIT CARD POLICY**

WHEREAS, House Bill 312 establishes guidelines and requirements for political subdivisions with regard to credit card usage; and

WHEREAS, the legislative authority of the political subdivision is required to adopt a written credit card policy if it holds a credit card account;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Greenhills, Ohio:

SECTION 1. That the Municipal Manager is hereby authorized and directed to add the Credit Card Policy to the Employee Handbook, attached hereto as Exhibit A.

SECTION 2. It is found and determined that all formal actions of Council concerning or relating to the passage of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the Village of Greenhills and the State of Ohio.

SECTION 3. This resolution shall take effect immediately upon passage.

Passed this 28th day of May, 2019

David Moore, Mayor /s/

David Lumsden, Clerk of Council /s/

**VILLAGE OF GREENHILLS
CREDIT CARD POLICY**

CREDIT CARD POLICY

AUDITOR OF STATE REQUIREMENTS

The State of Ohio issued Bulletin 2019-003 dated November 30, 2018 in accordance with House Bill 312 establishing written policy requirements for the implementation of a written credit card policy.

PURPOSE OF POLICY

The purpose of this policy is to establish guidelines for the Village of Greenhills to provide for the issuance of charge cards to officers and employees for the purposes of covering expenses incident to authorized travel and a cost-effective streamlined process for purchasing items for the operation of the Village of Greenhills for business purposes.

ACKNOWLEDGING VILLAGE OF GREENHILLS TRAVEL POLICY

The Village of Greenhills Employee Manual, Section 6.06 established guidelines for Travel Expense Reimbursement including fuel purchases, emergency Village vehicle repairs, lodging expenses and meals.

APPOINTMENT OF A COMPLIANCE OFFICER

There shall be a Compliance Officer who shall maintain physical control of credit cards;

1. The Finance Director or City Clerk cannot fill this position.
2. Employees who are authorized to use the Village Credit Card (s) are not eligible.
3. The Compliance Officer shall be a full-time employee who will be available during regular business hours in order to issue and monitor card usage.
4. The Compliance Officer is not eligible to use the Village credit card.

DEBIT CARDS PROHIBITED

No political subdivision may hold or utilize a debit card account, except for law enforcement purposes. The use of a debit card is a violation of ORC 2913.21.

PURCHASING POLICY

The Village of Greenhills established a Purchasing Policy on November 18, 2008. All provisions established in the Purchasing Policy including purchase requisitions, purchase orders, dollar limits and approvals shall remain in place and work in conjunction between the Purchasing Policy and the Credit Card Policy.

OFFICERS OR POSITIONS AUTHORIZED TO USE VILLAGE CREDIT CARD INCLUDE

1. Village Department Heads including Municipal Manager, Finance Director, Police Chief, Service Foreman
2. Executive Administrative Assistant
3. Other employees (including the Compliance Officer under special circumstances with additional approval) may be approved to use a credit card for “travel purposes only” if they are attending training or a conference on behalf of the Village of Greenhills. They must acknowledge receipt of the Credit Card policy and Travel Policy prior to card usage.

TYPES OF CREDIT CARDS

1. MasterCard – The Village utilizes several MasterCards (Bank of America, PNC).
2. Other Specialty (Sam’s)

NUMBER OF VILLAGE CREDIT CARDS

1. Issued Cards
 - a. Police Department (1) Police Chief
 - b. Land & Buildings (1) Service Foreman
 - c. Administration (1) Municipal Manager
2. Non-Issued (Sign Out) Cards (1)
 - a. In possession of Compliance Officer
 1. The Compliance Officer shall have 1 separate card to issue/monitor

TYPES OF EXPENSES PERMITTED TO BE PAID WITH CREDIT CARDS

1. Travel accommodations
2. Gasoline/Fuel
3. Office supplies
4. One-time purchases with vendors whom we do not have an “open” account
5. Utilities including gas, electric, telephone, internet, water
6. Newspaper subscriptions, advertisements, copy machine charges, various vendors who accept credit cards for ongoing monthly invoicing
7. Administrative benefits such as Workers Comp premiums and Health care premiums

PROCEDURES FOR USAGE OF NON-ISSUED/NON-CARRIED CREDIT CARD

1. The Compliance Officer shall maintain a log for checking in and out credit cards.
2. Credit Cards must be stored in a locked cabinet or drawer.
3. The employee using the card shall provide the receipt along with a purchase requisition upon returning the credit card to the Compliance Officer.
4. Cards shall be returned in a timely fashion; generally less than 2 business days.

PROCEDURE FOR CREDIT CARD ISSUANCE

1. A Village Department Head may request that a new card be issued from an existing vendor or a new vendor.
2. The Municipal Manager and Finance Director shall determine issuance of any “new” cards.
3. Finance Director shall process approved new card requests, report lost or stolen cards immediately and keep track of card associated pin numbers.

MAXIMUM CREDIT LIMIT

1. MASTERCARD – Each MasterCard shall have a maximum limit of \$12,500
 - a. Municipal Manager or Finance Director shall have the authority to temporarily increase a card’s credit limit for an unusually high one-time expenditure.
2. Virtual Credit Cards (service provided by original card issuer to perform online payments) shall have an approved limit by Municipal Manager and Finance Director.

REBATES, POINTS AND REWARDS

Any rebates, points and rewards issued by the Credit Card bank shall be the property of the Village of Greenhills and shall be credited to the “General Administration” of the Village.

CREDIT CARD USAGE REPORT

A credit card statement report will be available for Department Heads showing all purchases for their respective department. Purchase orders need to be in place for purchases made on the credit card.

UNAUTHORIZED USE

Credit Cards must never be used to purchase items for personal use or for Non-Village of Greenhills purposes, even if the cardholder intends to reimburse the Village of Greenhills.

Unauthorized and/or inappropriate use of the Village Credit Card includes, but is not limited to: items for personal use; items for non-village purposes, cash or cash advances; personal food and beverages for non-village related purposes; weapons or explosives; adult entertainment; gambling establishments.

ACTIONS OR OMISSIONS BY AN OFFICER OR EMPLOYEE

1. Officers or employees shall adhere to the Village Credit Card Policy and related policies (Purchasing Policy and Travel Policy)
2. Violations of policy including spending limits, procedures, safekeeping, missing or forged receipts, or carelessness are subject to disciplinary action.
3. Failure to turn in receipts repeatedly may result in card privileges being revoked.

DISCIPLINARY ACTION

A cardholder who makes an unauthorized/inappropriate purchase with the card will be subject to revocation of the credit card and disciplinary action including restitution to the Village of Greenhills for unauthorized purchases, possible card cancellation, possible termination of employment with the Village of Greenhills and criminal prosecution.

MISUSE OF ANY VILLAGE CREDIT CARD IS STRICTLY PROHIBITED.**RESPONSIBILITY AND ACCOUNTABILITY**

It is the responsibility of each "cardholder" when issued a Village of Greenhills credit card to:

1. Safeguard the credit card and credit card number at all times; lost or stolen cards must be reported to the Compliance Officer and the Finance Director.
2. Keep credit card in a secure location at all times
3. Do not allow anyone to use the credit card and/or credit card account number who is not authorized to do so.
4. Obtain and retain original receipts for goods and services purchased
5. Surrender a Village-issued credit card to the Finance Director upon separation from the Village of Greenhills.