

Ordinance No. 2018-11

Village Of Haskins, Wood County, Ohio

**AN ORDINANCE ADOPTING A CREDIT CARD USE POLICY**

**Whereas**, the Village of Haskins, Ohio is a statutory Village located in Haskins, Wood County, Ohio, and

**Whereas**, the Village of Haskins has powers of local self-government pursuant to Article XVIII, Section 3, of the Ohio Constitution , and

**Whereas**, Ohio Revised Code section 717.31 requires all villages to adopt a credit card use policy not later than February, 2019.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of Haskins, Wood County, Ohio, that:

**Section 1.** The Village hereby adopts its Credit Card Use Policy and Credit Card User Agreement, attached hereto and incorporated herein.

**Section 2.** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any other committees that results in such formal action were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Revised Code of Ohio.

Date \_\_\_\_\_

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST

\_\_\_\_\_  
CLERK/TREASURER

\_\_\_\_\_  
MAYOR

VILLAGE OF HASKINS, WOOD COUNTY, OHIO  
CREDIT CARD USE POLICY

Pursuant to ORC 717.31, the following Credit Card Use Policy has been adopted by the Village Council.

SECTION 1. The Village Clerk Treasurer shall be responsible for the maintenance, reissuance, and use by authorized Village employees, officers and elected officials of all Village-issued credit cards. Such cards shall be used for Village-approved expenses, only. Examples of Village-approved expenses, by means of illustration and not by limitation, include Village-approved travel expenses, (fuel, meals and tips, and overnight stays), purchases of goods and services needed for the efficient operation of the Village, (tools, parts, and equipment), registration fees for seminars or conferences, and service contracts that require credit card payments.

SECTION 2. Only the following persons shall be permitted to use a Village-issued credit card:

- a. Village Administrator
- b. Village Clerk Treasurer
- c. Mayor
- d. Chief of Police
- e. Currently-serving Councilmembers
- f. Other employees then-serving, with the consent of not less than two of the above

SECTION 3. All authorized users of a Village-issued credit card shall complete a Credit Card User Agreement before issuance and use of a Village-issued credit card. Upon satisfactory evidence that the requested use has been properly authorized, the Clerk Treasurer shall provide to the authorized user a Village-issued credit card. The Fiscal Officer shall maintain all signed Credit Card User Agreements pursuant to the Village Records Retention Policy. All users of a Village-issued credit card shall notify all vendors or merchants of the Village's sales tax exemption and shall have available the necessary sales tax exemption forms to present to the vendor or merchant, and shall submit to the Clerk Treasurer itemized receipts for all credit card purchases, along with the Village-issued credit card used for such purchases. The Clerk Treasurer shall attach such receipts to the signed Credit Card User Agreement for that use, and shall confirm the expenses are consistent with the authorization given and these policies. Monthly, the Clerk Treasurer shall reconcile the itemized receipts with the monthly credit card statement, and present such reconciliation to the Village Council at a regularly scheduled meeting. And annually, the Clerk Treasurer shall report to the Village Council a report detailing all rewards received based on the use of the Village-issued credit card.

SECTION 4. Purchase of alcoholic beverages, tobacco products, e-cigarette products, adult-oriented products or services, financial services (ATM), and personal-use (not village-related) purchases, are prohibited.

SECTION 5. The Village Clerk Treasurer shall be responsible to ensure that all Village-issued credit cards are authorized by Village Council and are current, that interest rates and available balances are consistent with these polices, that all monthly billing statements are paid timely, and that all authorized

users comply with the policies herein. The Village Clerk Treasurer shall cancel any and all credit cards as required by direction of the Village Council, by reason of fraud or misuse, or as the result of a lost or stolen credit card.

SECTION 6. No Village-issued credit card shall carry an interest rate greater than 18% per annum, nor carry an available balance greater than \$10,000.

SECTION 7. Any person that learns of a lost or stolen Village-issued credit card shall report the lost or stolen credit card to the Village Clerk Treasurer, or, if the Clerk Treasurer is not immediately available, to the Village Administrator or Mayor, within one hour of learning of such lost or stolen credit card. Any Person learning of the misuse of a Village-issued credit card by an authorized user or any other person shall report the misuse to the Village Clerk Treasurer immediately upon learning of such misuse. Upon learning of a lost, stolen or misused Village-issued credit card, the Village Clerk Treasurer shall immediately take all action necessary to limit losses to the Village, including, but not limited to, cancelation of the card and reporting fraud to the credit card issuer.

SECTION 8. Misuse of a Village-issued credit card shall include losing a Village-issued credit card, failure to submit itemized receipts of purchases, use of a Village-issued credit card beyond the scope of given authority, failure to present a tax exemption certificate at the time of purchase, or any other use or omission not authorized by or inconsistent with these policies. Upon learning of the misuse of a Village-issued credit card, if such misuse is by an authorized user, said user shall be prohibited from further use of Village-issued credit cards, and shall be subject to discipline as determined by his or her immediate supervisor, the Mayor, or Village Council, as the case may be, including repayment of all losses to the Village, (including, but not limited to, sales tax reimbursement), termination of employment, and criminal prosecution. Upon separation from employment all employees or officials subject to discipline for misuse of a Village-issued credit card shall not receive his or her final pay or accrued benefits until reimbursement is made, or if reimbursement is not made within fourteen days of separation from employment, the employee's final pay and accrued benefits shall be used to offset losses to the Village resulting from the employee's misuse of the Village-issued credit card. The remedies available herein are not limited.

SECTION 9. "Credit Card" and "Credit Card Account" shall have the same meanings as O.R.C. 717.31(H).

VILLAGE OF HASKINS, WOOD COUNTY, OHIO  
CREDIT CARD USER AGREEMENT

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

Person to whom credit card is issued: \_\_\_\_\_

Position or title: \_\_\_\_\_

Authorization provided by: \_\_\_\_\_

Credit Card Information: \_\_\_\_\_

Reason for credit card use: \_\_\_\_\_

I hereby acknowledge that I have been issued a Village-issued credit card for the purposes set forth herein. I have been given, and I have reviewed and understand the Village Credit Card Use Policy. I understand my obligations and responsibilities in this regard, and the consequences of misuse of the Village-issued credit card.

\_\_\_\_\_  
Signature of Authorized User

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DISPOSITION OF VILLAGE CREDIT CARD

The above listed credit card has been (circle one) RETURNED / LOST / REPORTED STOLEN on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Clerk Treasurer