



Medina Township, Ohio

CREDIT CARD POLICY

Resolution #: 02012019-006

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CREDIT CARD POLICY

PURPOSE

Ohio Revised Code Section 505.64 permits the Board of Trustees of Medina Township to authorize an officer, employee, or appointee of Medina Township to use a credit card account held by the Board. This Credit Card Account Policy is enacted to govern the use of any credit card accounts and their related presentation instruments, including credit cards and checks, by any and all people authorized by the Board to use a credit card account held by the Board of Trustees.

DEFINITIONS

AUTHORIZED USER: An officer, employee, or appointee of Medina Township that has received authorization to use a credit card account held by the Board of Trustees of Medina Township.

BOARD: The Board of Trustees of Medina Township, located in Medina County, Ohio.

CREDIT CARD ACCOUNT or ACCOUNT: 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. It 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.

CREDIT CARD: A credit card related to a Credit Card Account held by the Township.

FISCAL OFFICER: The Medina Township Fiscal Officer.

TOWNSHIP: Medina Township, Medina County, Ohio.

POLICY or CREDIT CARD ACCOUNT POLICY: This policy and all exhibits, amendments, and supplements.

ARTICLE I. USE OF A CREDIT CARD ACCOUNT

Section 1. Authorized Users

The Board may authorize an officer, employee, or appointee to use a Credit Card Account from time to time. The list of people authorized to use a Credit Card Account, and their position with the Township, is contained on Exhibit A (the "Authorized User List") attached to this Policy. The Authorized User List should be updated by the

Board, its designated representative, or the Township Fiscal Officer each time a person is added or removed from such list.

Section 2. Authorized Expenses

The Board may expressly limit the terms of use of a Credit Card Account with each Authorized User at any time. Any Credit Card Account, regardless of Board approval, may only be used to purchase work-related goods and services incurred on behalf of the Township. Such work-related goods and services include, but are not limited to, gasoline for Township vehicles, meal allowances, and equipment purchased on behalf of a Township project in which the Authorized User is directly participating and involved.

No transaction may exceed the credit limit of the Credit Card Account. However, regular purchase order policy and procedures must be followed for all credit card purchases. In the event of an emergency, the Authorized User shall notify the Fiscal Officer of the need to spend an amount in excess of the limit. The required documentation for such transaction contained in this Policy shall be submitted to the Fiscal Officer no later than forty-eight (48) hours after the transaction.

Section 3. Unauthorized Expenses

Any purchase made beyond specific authorization limits imposed by the Board, if any, or what is authorized in this Policy, is an unauthorized expense. The use of a Credit Card Account for personal expenses is expressly prohibited. Personal expenses include those expenses that are not incurred as a direct result of the Authorized User's employment with the Township. Personal expenses include, but are not limited to, gasoline for personal vehicles, cash advances, any amount in excess of meal allowances, alcoholic beverages, tobacco, gambling, and personal goods.

Section 4. Guidelines for Acquisition, Use, and Management.

ACQUISITION: The Board must authorize an individual to use a Credit Card Account before a person may become an Authorized User and acquire access to a Credit Card or other presentation instrument associated with a Credit Card Account. The Board may place limits on the authorization of use of a Credit Card Account at such time as a person receives authorization to use a Credit Card or any time thereafter, at the Board's discretion and upon notice to the Authorized User. Upon the Board's authorization, the person receiving authorization must sign a copy of the attached Exhibit B, acknowledging they received a copy of this Policy and agreeing to abide by it.

PERMITTED USES: Authorized Users may use a Credit Card Account for Authorized Expenses, as described in ARTICLE I, SECTION 2 of this Policy, incurred only by the Authorized User.

Authorized Users may, unless otherwise prohibited by the Board, use a Credit Card in person, online, over the telephone, by mail, or through fax. All purchases must be evidenced by an itemized receipt. If purchasing goods online, the Authorized User must use reasonable care and judgment regarding the authenticity and security of a website.

REASONABLE CARE: Authorized Users must use reasonable care when using a Credit Card.

NOTIFICATION OF PURCHASE: Prior to using a Credit Card the Authorized User should make a good faith effort to notify the Board, their authorized representative, or the Fiscal Officer of the intended purchase.

STORAGE: Authorized Users must take measures to ensure Credit Cards, checkbooks, and any other presentation instruments associated with a Credit Card Account are kept in a secure place at all times.

RECEIPTS: Original, itemized receipts must be submitted to the Fiscal Officer or the Fiscal Officer's designee within five (5) days after the date of purchase. The receipt should include the customer copy of the receipt, any invoice from the vendor, the cost of the goods or services purchased, and the date of the purchase. The Authorized User should also submit documentation verifying the purchase was made on behalf of the Township, if necessary to describe the purchase.

RETURN OF CREDIT CARD TO TOWNSHIP: The Authorized User, upon resignation, termination, or change in position within the Township shall return the Credit Card to the Fiscal Officer immediately. Additionally, the Credit Card shall be immediately returned if the Township revokes authorization to use the Credit Card or requests the return of the Credit Card.

Section 5. Liability

- ◆ The Authorized User will be personally liable for reimbursing the Township for any of the following:
- ◆ Upon any official bond the Authorized User has given to the Township to reimburse the Township treasury the amount for which the Authorized User does not provide itemized receipts
- ◆ Expenses charged to the Credit Card that are not documented and submitted to the Fiscal Officer or the Fiscal Officer's designee
- ◆ Expenses that exceed the scope of the authorization allotted by the Board of the Authorized User's use of the Credit Card
- ◆ Unauthorized expenses
- ◆ Purchases the Authorized User allowed an unauthorized user to make
- ◆ Any other purchases made with the Credit Card that are in violation of this Policy, and the amendments and supplements thereto

The County Prosecutor is authorized and shall recover the amount of any unauthorized expenses incurred by an Authorized User who either uses a Credit Card, or allows another person to use a Credit Card, in an unauthorized manner and fails to immediately and voluntarily make restitution to the Township for the total amount of the unauthorized purchase(s). This section does not limit any other liability of the employee or officer who carried out the unauthorized use.

Section 6. Misuse

Using a Credit Card for Unauthorized Expenses, as the same are discussed in SECTION 3 of this ARTICLE I, constitutes misuse. Failing to submit receipts, or submitting incomplete information, within a reasonable time after making a purchase also constitutes misuse.

Any public servant, as the same is defined in §2921.01 OF THE OHIO REVISED CODE who knowingly misuses a Credit Card may be subject to criminal prosecution pursuant to §2913.21 OF THE OHIO REVISED CODE. Misuse of a Credit Card may result in disciplinary action up to and including termination.

Section 7. Issuing or Re-Issuing a Credit Card

A Credit Card should be issued or re-issued at the discretion of the Board. Upon the written request of an employee, prior Authorized User, or current Authorized User, the Board may re-issue a Credit Card.

Section 8. Cancellation and Stolen/Lost Credit Cards

An individual Credit Card connected to a Credit Card Account should be cancelled upon the determination of the Board.

In the event a Credit Card is lost or stolen, or the Authorized User has reason to believe a Credit Card is lost, stolen, or used in an unauthorized manner, the Authorized User shall immediately notify the Fiscal Officer or the Fiscal Officer's designee in person or by phone and in writing. The Fiscal Officer or the Fiscal Officer's designee must notify the card issuer immediately. The Authorized User must provide all necessary information required by the Township or the card issuer relating to the disappearance of the Credit Card.

Section 9. Credit Card Account Limits

The credit limit on each Credit Card Account held by the Township is included on the attached EXHIBIT C incorporated herein by reference and should be updated upon any change of limits or additional credit lines.

ARTICLE II. RULES FOR TOWNSHIP CREDIT CARD ACCOUNTS

Section 1. Credit Card Account Instruments

The Township's name shall appear on each presentation instrument related to the Credit Card Account, including but not limited to Credit Cards and checks.

Section 2. Annual Report

The Fiscal Officer or the Fiscal Officer's designee annually shall file a report with the Board detailing all rewards received based on the use of the Credit Card Accounts.

Section 3. Payment

Debt incurred as a result of the legitimate use of a Township credit card shall be paid from moneys appropriated by the Board.

Section 4. Administrative Duties

Each month the Fiscal Officer shall present a Credit Card Account transaction detail from the previous month to the Board. The Board shall review the Credit Card Account transaction detail and the chairperson of the Board shall sign an attestation stating the Board reviewed the Credit Card Account transaction detail. The attestation shall be in a form similar to that set forth in EXHIBIT D to this Policy.

Section 5. Department Head Duties

Credit Cards, including other presentation instruments related to the Credit Card Accounts, such as checks, shall be kept by the Department Heads in a secure location. Each Department Head shall use a system to sign out Credit Cards to Authorized Users and shall keep records of when an Authorized User signs out and returns a Credit Card, including recording a valid purchase order number for each purchase. Authorized Users must return the Credit Card to the Department Head within seventy-two (72) hours of signing out the Credit Card.

EXHIBIT B

ACKNOWLEDGMENT

ACKNOWLEDGEMENT OF TOWNSHIP CREDIT CARD AND POLICY

I, _____, acknowledge that I have received a Medina Township (“Township”) credit card to carry on my person and use for work-related purchases on behalf of the Township, and am hereby considered an “Authorized User.” I have also received and read a copy of the Township Credit Card Policy (“Policy”) and agree to abide by all of the terms contained in the Policy. Further, I will immediately report any lost or stolen cards and return a credit card upon resignation, termination, or the request of the Board.

I understand that I will be responsible for reimbursing the Township for any purchase for which I do not timely submit an original, itemized receipt.

I further understand the credit card may only be used for the purchase of goods and services on behalf of the Township, and that I will be held liable for any unauthorized purchases.

_____ Signature
_____ Title
Date: / /

Revised 2/18/2020

EXHIBIT C

CREDIT CARD ACCOUNT	ACCOUNT LIMIT

EXHIBIT D

ATTESTATION

I, _____, Chairperson of the Board of Trustees of Medina Township, Ohio, hereby attest that pursuant to Section 505.64 of the Ohio Revised Code, at its meeting on _____, the Board reviewed the Credit Card Account transaction detail for each account listed below for the dates _____ through _____ as provided by the Fiscal Officer.

Credit Card Accounts:

(Signature)

_____, Chairperson
(Printed Name)