

RESOLUTION 2018-05A

VILLAGE OF BUCKEYE LAKE, OHIO

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR AND CLERK
TREASURER TO ESTABLISH A CREDIT CARD POLICY AND CREDIT CARD
CARDHOLDER AGREEMENT FOR THE VILLAGE OF BUCKEYE LAKE.

WHEREAS, House Bill 312, was passed on November 2, 2018; and

WHEREAS, HB 312 mandates that villages must have a credit card policy and credit card cardholder agreement in place by January 2, 2019 to continue using lines of credit and credit cards with our existing vendors; and

WHEREAS, The village wishes to continue using lines of credit with our existing vendors including credit cards for fueling safety, street and water vehicles; and

WHEREAS, Ohio Revised Code Section 731.17(A) (2) requires public reading of a resolution to occur on three separate days, unless two-thirds (2/3) of the members of the legislature affirmatively vote to dispense with such requirement.

NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE OF BUCKEYE LAKE, LICKING COUNTY, STATE OF OHIO, that

SECTION I: That the Mayor and Clerk Treasurer for the Village of Buckeye Lake are hereby authorized and directed to create a credit card policy (Exhibit A) and a credit card cardholder agreement (Exhibit B) to comply with the requirements of House Bill 312.

SECTION II. This Resolution shall become effective from and after the earliest period provided by law.

PASSED THIS 10th DAY OF December, 2018

ATTEST: Valerie L. Hans Clerk of Council Catherine Olohan Zwissler President of Council

Peggy A. Wells
Peggy A. Wells, Mayor

VILLAGE OF BUCKEYE LAKE

CREDIT CARD POLICY

Purpose

The purpose of this policy is to comply with House Bill 312 and to communicate policies and procedures for the Village of Buckeye Lake credit card accounts.

Policies

1. The Clerk-Treasurer/Fiscal Officer for the Village of Buckeye Lake will issue Village credit cards to eligible employees for job-related expenses. Eligible employees will be determined by the mayor and must be reviewed at least once per year.
2. Employees shall use their Village credit card for Village related expenses only. Personal purchases of any type and purchases of alcoholic beverages are strictly prohibited. If a Village credit card is used for an unauthorized expense, the Village card will be revoked and the total amount of the expenditure will be due immediately to the village from the Village cardholder.
3. A purchase order must be obtained from the Village Clerk-Treasurer prior to purchase for all Village credit card purchases. If a purchase order is not obtained, the purchase will be considered unauthorized and will become the financial responsibility of the card holder/purchaser.
4. Cash advances and the payment of sales tax on all Village credit cards is strictly prohibited.
5. The Village of Buckeye Lake's credit card maximum per issuing bank is \$2,500.00. This is a balance accumulation maximum among all cardholders per issuing bank, and should not exceed the maximum for any reason.
6. Village credit cards are the property of the Village of Buckeye Lake. An employee leaving the employment of the Village of Buckeye Lake must surrender the credit card to the Clerk-Treasurer who will then notify the issuing bank to cancel the employee's account.
7. Village cardholders are required to sign the "Cardholder Agreement" indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk disciplinary action in addition to revocation of the Village credit card.

Procedures

1. Upon receiving a Village credit card, the cardholder shall call the number on the card to activate and shall sign the back of the card.
2. The cardholder must obtain a receipt for the purchase and should include the purchase order number on the receipt. In the case of Village approved meals and travel expenses, each receipt should include the names of all persons involved in the purchase.
3. All receipts are to be submitted to the Clerk-Treasurer within one business day. A printout of an online purchase confirmation may qualify as a receipt. Any items that do not have a receipt will be the personal responsibility of the cardholder (unless the expense is an authorized monthly deduction).
4. If the cardholder receives a statement, the statement should be submitted to the Clerk-Treasurer within one business day.
5. The cardholder must notify the issuing bank and the Clerk-Treasurer in the event the card is lost or stolen.
6. Effective January 1, 2019, the Clerk-Treasurer must present each and every monthly credit card statement to Council and a majority of council members must sign off and approve each statement.

VILLAGE OF BUCKEYE LAKE
CREDIT CARD CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the Village of Buckeye Lake's
_____ credit card issued by _____ (issuing bank).

The card number issued in my name has the following last four digits _____.

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder I agree to comply with the terms and conditions of this agreement and the Credit Card Policies and Procedures for the Village of Buckeye Lake. Further, I acknowledge receipt of the Credit Card Policies and Procedures and confirm that I fully understand said policies and procedures.

As a cardholder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the Clerk-Treasurer's Office upon demand, and/or at time of separation from employment with the Village of Buckeye Lake. I understand that the card is not to be used for personal purchases and that I must provide a receipt for every purchase except for authorized monthly charges. If the card is used for personal purchases, if a purchase order is not obtained, or if I fail to provide a receipt to the Clerk-Treasurer within one business day, the Village of Buckeye Lake will be entitled to reimbursement from me for such purchase through deduction of my paycheck. The Village of Buckeye Lake shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature _____ Date _____

Clerk-Treasurer's Signature _____ Date _____

Mayor's Signature _____ Date _____