

RESOLUTION NO. 2013 - 76

**A RESOLUTION ADOPTING A TOWNSHIP CREDIT CARD POLICY ,DISPENSING WITH THE SECOND READING AND DECLARING AN EMERGENCY**

WHEREAS, the Board of Township Trustees wishes to adopt a policy regarding the use of Township credit cards;

NOW THEREFORE, BE IT RESOLVED, by the Board of Township Trustees of Sycamore Township, State of Ohio:

**SECTION 1.** The attached Sycamore Township Credit Card Policy and Procedures is hereby adopted for the use of Township Credit Cards. All employees authorized to use a Township credit card shall read and acknowledge receipt of a copy of the policy.

**SECTION 2.** The Trustees of Sycamore Township upon at least a majority vote do hereby dispense with the requirement that this resolution be read on two separate days, and hereby authorize the adoption of this resolution upon its first reading.


**SECTION 3.** Upon the unanimous vote of the Sycamore Township Trustees, this Resolution is hereby declared to be an emergency measure necessary for immediate preservation of the public peace, health, safety and welfare of Sycamore Township. The reason for the emergency is to establish a policy for the use of Township credit cards so that a Township credit card can be immediately obtained.


**VOTE RECORD:**

Mr. Bishop AYE Mr. Connor AYE Mr. Weidman AYE

Passed at a meeting of the Board of Township Trustees of Sycamore Township this 6<sup>TH</sup> day of JUNE, 2013.

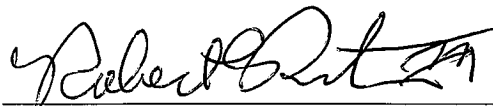
  
Thomas J. Weidman, President

  
Cliff W. Bishop, Vice President

  
Dennis W. Connor, Trustee

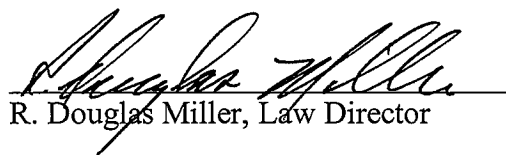
**AUTHENTICATION**

This is to certify that this resolution was duly passed and filed with the Township Fiscal Officer of Sycamore Township this 6<sup>th</sup> day of June, 2013.



Robert C. Porter III, Fiscal Officer  
Sycamore Township, Ohio

**APPROVED AS TO FORM:**



R. Douglas Miller, Law Director

# SYCAMORE TOWNSHIP

## Credit Card Policy and Procedures

This Credit Card Policy is adopted to allow Sycamore Township personnel access to efficient and alternative means of payment for approved expenses, especially those expenses related to travel, education, office expenses and online registrations. In addition, this policy is established to provide internal controls to prevent the use of a Township credit card for unauthorized purposes.

### Policies

1. The Township Fiscal Officer shall make application for a nationally recognized credit card with a credit limit which shall not exceed \$5,000.00. In addition, the card shall be established so that the Township Administrator shall be notified electronically of any purchase exceeding \$500.00.
2. Persons authorized to use the Township credit card are:
  - A) the Township Administrator
  - B) the Township Assistant Administrator
  - C) the Township Road Superintendent
  - D) the Township Zoning Administrator
  - E) the Township Fire Chief
  - F) the Township Assistant Fire Chief
  - G) the Township Parks Director
3. Any person using the Township credit card shall sign a statement acknowledging having read this Policy and further authorizing a payroll deduction from any amounts due from that person for any unauthorized use of the credit card.
4. The Township credit card may only be used for Sycamore Township expenses. Personal purchases of any type are forbidden.
5. The following purchases are not allowed by credit card:
  - A) Alcoholic beverages or tobacco products
  - B) Capital equipment exceeding \$1,000.00
  - C) Construction, renovation, or installation expenses
  - D) Controlled substances
  - E) Items or services on term contracts
  - F) Maintenance agreements
  - G) Personal items or loans
  - H) Cash advances
  - I) Purchases involving a trade-in of Township property
  - J) Any purchase not authorized under Ohio law

## Procedures

1. When not in use, any Township credit card shall be placed in a secure location. If a credit card is issued to a particular individual, such card shall have a photograph identification and shall be kept in a secure location by the individual to whom it is issued.
2. Any person requesting use of the Township credit card shall sign a receipt acknowledging the date and time they accepted possession of the credit card.
3. After use, the Township credit card shall immediately be returned to the secure location. The individual using the credit card shall, as soon as practical, give detailed receipts for all purchases and a brief description of the purpose of the purchase to the Township Administrator. In the case of meals or entertainment, each receipt must include an itemized list of the items purchased, the names of all persons involved in the purchase and a description of the nature of the Township business.
4. Upon receipt of the monthly statement, the Township Administrator and the Fiscal Officer shall both review the statement and the detailed receipts for the month to ensure the accuracy of the statement and for any unauthorized purchases. Both shall initial the monthly statement for compliance with these policies and procedures and a copy of the initialed monthly statement shall be presented to the Township Trustees with the Township voucher in payment of the statement.
5. Township credit card users shall ensure that purchases do not include sales tax when appropriate.
6. A lost credit card shall immediately be reported to the credit card issuer and Township Administrator or, in his or her absence, the Assistant Township Administrator.

Failure to follow the policies and procedures established herein, or any unauthorized use of the Township credit card, shall be grounds for discipline of the violator, up to and including termination of employment. Violations of this policy, such as personal use of the credit card, may be subject to criminal penalties.