

A. Purpose

EFFECTIVE 2/2/19

The purpose of this policy is to establish the procedure and protocol for the use of Russell Township's business credit cards and other vendor supplied lines of credit, in accordance with Ohio House Bill 312. In accordance with House Bill 312, the name "Russell Township" shall appear on all credit cards to be used by any employee or officer of the Township.

B. Definitions

1. "Credit card account" shall include 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 otherwise transact with the account, and any debit or gift card account related to the receipt of grant moneys.
2. The term "credit card account" expressly **excludes** any 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 the account's use. In other words, an account that can be used only to pay for certain types of goods or services.

C. Types of Expenses for Which A Credit Card Account May Be Used

A credit card opened by the Township shall be used for only the following purposes:

- Meals
- Gas and oil
- Repair and maintenance of the Township's Assets (e.g. buildings, vehicles, tools, equipment, etc.)
- Professional development – shall include classes, seminars, conferences and lodging
- Internet
- Telephone
- Software purchases and subscriptions
- Office and shop supplies
- Workers' Compensation Premiums and related expenditures
- Benefits
- Utilities
- Purchased services
- Equipment
- Capital

D. Procedure for Opening a New Credit Card Account

In order to open a new credit card account, a written request must be made to the Fiscal Officer. The request shall be reviewed by the Fiscal Officer and must be approved by the Fiscal Officer

and the Trustees. Once approved, the Fiscal Officer shall open the account under his or her name as the custodian of the account.

E. Eligibility to Use Card

The Trustees and/or the Fiscal Officer shall identify those employees and officers whose day-to-day responsibilities require access to the Township's credit card. Before receiving authorization to carry or use the Township's credit card, authorized employees must complete an employee acknowledgement of this policy.

F. Procedure for Issuance of Card to Employee for Use

The Township will use record logs to track the use of the Township's credit card, where an employee authorized to use a credit card for approved purposes shall sign a form checking out and checking in the credit card. The form shall at a minimum document the following:

- The name of the employee or officer;
- The name of the card signed out;
- The purpose for which the card is to be used;
- The date and time the card was signed out;
- The date and time the card was signed back in; and
- The signature of the employee.

The applicable credit card shall be returned no later than the end of the business day under normal circumstances, or the next business day following an approved out-of-town trip.

G. Procedure for Managing Credit Card Account

The Fiscal Officer shall retain day-to-day control over all credit cards. The credit card(s) shall be kept in the possession of the Fiscal Officer.

Any authorized employee using a Township credit card shall sign the card out and return the card at a reasonable time – no later than the close of business. Exceptions shall be made as deemed by the Fiscal Officer and documented in writing.

All credit cards shall be paid in full by the due date – to avoid interest charges.

H. Maximum Amount of Credit

The maximum amount of credit on any one card shall be no more than ten-thousand dollars (\$10,000.00). In addition, the Township shall have no more than fifty-thousand dollars (\$50,000.00) in available credit between all credit card accounts open at any one time.

I. Procedure for Re-issuing, Cancelling or Reporting Lost Cards

Employees must surrender all Township credit cards upon their separation of employment from the Township or when requested by the Trustees or Fiscal Officer.

In the event a card is to be re-issued, the procedure set forth in Paragraph F shall be utilized.

In the event the card is lost or stolen, the employee who has signed out the credit card must notify the Fiscal Officer as soon as reasonably possible. The employee is to assist the Fiscal Officer in identifying and resolving any charges made to the account.

An open credit card account maybe cancelled by the Trustees or Fiscal Officer.

J. Compliance Officer

Because the credit cards are being maintained in the possession of the Fiscal Officer and issued using a sign-in and sign-out procedure the Fiscal Officer is not utilizing a Compliance Officer designated by the Trustees. Should there be a time where the Trustees issues credit cards to individual employees that are not signed-in and out each day, the Trustees shall name a Compliance Officer.

The Compliance officer may not use a Township credit card account and may not authorize an officer or an employee to use a credit card account.

K. Periodic Review of Cards/Authorization

The Trustees and the Compliance Officer, if one exists, must review the following on a quarterly basis:

- The number of cards issued;
- The number of active cards issued;
- The expiration dates of each card; and
- The credit limit of each account.

L. General Policy and Penalty for Misuse

The Township credit card is issued solely for the purpose of conducting Township business and is not to be used for any unauthorized or personal expenses (including the use of credit card points). Personal and/or unauthorized usage of the Township credit card shall be immediate grounds for revocation of the credit card. The use of a credit card account for expenses beyond those authorized by the legislative authority and/or this policy constitutes misuse of a credit card account that may result in discipline up to and including termination of employment. An officer or employee of the Township or a public servant, as defined under section 2921.01 of the Revised Code, who knowingly misuses a credit card account held by the Township violates

section 2913.21 of the Revised Code. The use of a Township credit card to purchase goods or services does not waive the Township's purchasing procedures.

M. Expense Itemization / Documentation

The Township recognizes that the credit card provides convenience to employees in acquiring goods and services for the Township. The Township also recognizes the additional risk inherent with credit card usage. Therefore, whenever a vendor will accept a Township purchase order, a purchase order should be used in lieu of the Township credit card.

For individual expenditures, the expense must fall within pre-approved budgets. Itemized receipts must be turned in to the Fiscal Officer within two (2) business days. If an employee is out of town during the expenditure, signed receipts should be turned in within two (2) business days of returning to work.

In the rare event an employee misplaces or loses a receipt, a *Missing Receipt Form* must be fully completed and submitted within two (2) business days. This form must be signed by the employee's Department Head and/or supervisor.

The employee may liable in person and upon any official bond the officer or employee has given to the political subdivision to reimburse the treasury the amount for which the officer or employee does not provide itemized receipts in accordance with the credit card policy.

N. Disclosure of Credit Card Rewards

The Fiscal Officer shall provide an annual report to the legislative authority detailing all rewards received based on the use of the Township's credit card account.

Your signature acknowledges that you have received, reviewed and understand Russell Township's Policy on Township Credit Card Use. Improper use of a Township credit card can be considered misappropriation of Township funds. This may result in disciplinary action up to and including termination of employment. Your signature below verifies that you have read the Township policies and procedures and agree to comply with them.

Employee Signature

Fiscal Officer Signature

Employee Printed Name

Fiscal Officer Printed Name

Date: _____

Date: _____

Original Adoption Date: _____ Revision Date: _____