

Village of Crooksville

ORDINANCE No. 2685

**ORDINANCE AMENDING ORDINANCE NO. 2673
ADOPTING THE VILLAGE OF CROOKSVILLE'S CREDIT CARD POLICY
AND DECLARING AN EMERGENCY**

Whereas, on December 7, 2020, the Village of Crooksville did pass Ordinance 2673, Adopting the Village of Crooksville's Credit Card Policy and Declaring an Emergency; and

Whereas, said Ordinance 2673 adopted a written policy for the use of credit card accounts pursuant to Ohio Revised Code Section 717.31, which written policy was attached to Ordinance No. 2673 and incorporated therein by reference; and

Whereas, the Village's Credit Card Policy set forth maximum credit card account limits for the Village's various credit cards and specified a maximum limit of \$4,000.00 for its Visa Card with The Community Bank; and

Whereas, the Village of Crooksville has determined that its maximum limit on the above-referenced card is insufficient to meet the Village's credit card needs and now desires to amend Ordinance No. 2673 and its Credit Card Policy attached thereto in order to increase the maximum limit for its Visa Card with The Community Bank from \$4,000.00 to \$6,000.00.

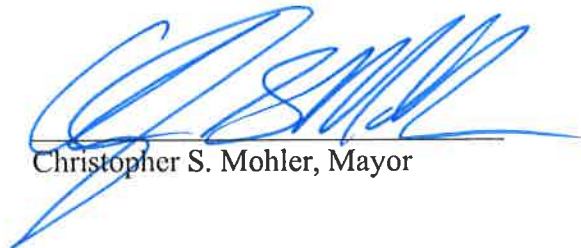
NOW THEREFORE, two thirds (2/3) of the members of the Council of the Village of Crooksville, Perry County, Ohio, concurring therein, **IT IS THEREFORE ORDAINED** that Ordinance 2673 is hereby AMENDED as follows:

Section 1. The Village of Crooksville's Credit Card Policy, a copy of which is attached hereto and fully incorporated herein by reference, is hereby AMENDED so as to increase the maximum limit for its Visa Card with The Community Bank from \$4,000.00 to \$6,000.00, and a copy of such Credit Card Policy as so AMENDED, attached hereto and incorporated herein by reference, is hereby adopted and implemented as Policy in the Village of Crooksville.

Section 2. This ordinance is hereby declared an emergency and shall take effect and be in full force immediately, in order to comply with the mandates of Ohio Revised Code 717.31 and for the general welfare, public safety and health of the Village's residents.

1st Reading: Waived/Suspended on $\frac{3}{4}$ Vote ;
2nd Reading: Waived/Suspended on $\frac{3}{4}$ Vote ;
3rd Reading: Passed on 2/3 Vote December 7, 2020.

Passed: December 7, 2020



Christopher S. Mohler, Mayor

ATTESTED:



Marilyn Horner, Fiscal Officer

APPROVED:




Jon Allen, Council



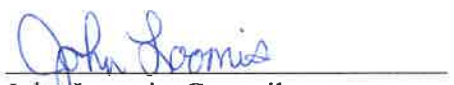
Billie Smith, Council



Christopher T. Rice, Council



R. Scott Locke, Council

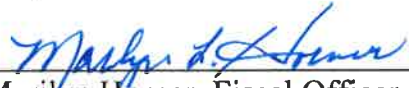


John Loomis, Council

Bill Hampton, Council

Posting Certification

This ordinance was posted at the five prescribed locations within the Village of Crooksville, Ohio, on the 10th day of December, 2020.



Marilyn Horner, Fiscal Officer

Village of Crooksville Credit Card Policy

Purpose: Pursuant to Section 717.31(A) of the Ohio Revised Code, the Village of Crooksville, by its Council, hereby adopts the following policy regarding the use of credit card accounts.

For purposes of this policy, “credit card account” means any bank-issued credit card account, store-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. “Credit card account” 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.

Acquisition: Village Council shall authorize the Village’s acquisition of a credit card in the name of the Village of Crooksville. Village Council shall also designate by job title and/or by name those individuals who may use a Village of Crooksville Credit Card Account prior to such time as a person may become an Authorized User and acquires access to a Village Credit Card. The Village Council may place monetary and purpose limits on an authorized individual’s use of a Village Credit Card Account at such time as a Village Credit Card is issued or provided to such individual, or any time thereafter, at the Council’s discretion and upon advance notice to the Authorized User.

Credit Card Accounts: Village Council previously authorized the Village of Crooksville’s acquisition of the following Credit Card Accounts and maximum credit limits, and by this Credit Card Policy reaffirms and sets forth that the Village of Crooksville shall continue to maintain and use said Credit Card Accounts in such maximum credit limits as are set forth below:

- Visa through Community Bank (\$6,000 Credit Limit);
- Lowes (\$4,000 Credit Limit);
- Home Depot (\$3,500 Credit Limit);
- Sam’s Club (\$4,000 Credit Limit);
- Walmart (\$1,000 Credit Limit).

The name “Village of Crooksville” shall appear on all presentation instruments associated with the Village’s Credit Card Accounts, including cards and checks.

Officers/Positions Authorized to Use a Village of Crooksville Credit Card Account: The following officers/employee positions are authorized to use a Village of Crooksville Credit Card Account for Village of Crooksville purposes and purchases:

- Village Administrator;
- Fiscal Officer;
- Maintenance Supervisor;
- Mayor.

Credit Cards may also be issued to additional Village of Crooksville employees, for Village of Crooksville purposes and purchases, at the discretion and authorization of the Village Administrator.

Any person authorized by Council or by the Village Administrator to make use of a Village Credit Card Account must, prior to receiving possession of a Credit Card, (1) read, review and receive a copy of this Credit Card Policy, and (2) evidence the individual's agreement to abide by this Credit Card Policy, by signing the document entitled "Acknowledgement of the Village of Crooksville Credit Card and Policy", a copy of which is attached to this Credit Card Policy as Exhibit A.

Types of Expenses for which a Credit Card Account May Be Used: Village of Crooksville Credit Cards may be used for the purchase of goods or services for Village of Crooksville business only when it is impossible or impractical to follow normal payment procedures.

Village Credit Cards shall only be used to transact Village of Crooksville business.

Village business is defined as "any cost or expenditure of the Village funds authorized by Council and related to the official business of the Village" and/or "any cost or expenditure of the Village funds authorized by the Village Administrator within the Village Administrator's power/authority and related to the official business of the Village."

Village Credit Cards may not be used for cash advances, the purchase of alcohol, gifts, mementos, or an authorized user's personal purposes, personal services or personal expenses.

Village employees and officials are further prohibited from using the Village of Crooksville's name or reputation for purposes of receiving special pricing from a Village vendor for the employee's or official's personal purpose, personal service or personal expense.

General Possession and Control: The Fiscal Officer for the Village shall retain general possession and control of the Village's credit card accounts and presentation instruments related to the accounts including cards and checks.

The Fiscal Officer shall:

- For the Officers/Positions Authorized to Use a Village Credit Card Account as designated above:
 - Maintain a record of the name of each person that is issued/provided a Village of Crooksville Credit Card pursuant to this Credit Card Policy;
 - Maintain a record of each Credit Card issued/provided to such person;
 - Obtain from each Authorized User an Acknowledgement of the Village of Crooksville Credit Card and Policy, as required pursuant to this Credit Card Policy; and
 - Maintain a record of Acknowledgments executed by Authorized Users pursuant to this Credit Card Policy.
- For those additional persons authorized in the discretion of the Village Administrator to use a Village Credit Card:

- Maintain a record whereby an employee authorized to use a credit card for allowable purposes shall sign a form checking out and checking in the credit card and documenting, at a minimum, the following: (1) the name of the employee, (2) the card signed out, (3) the purpose for the use of the card, (4) the date the card was signed out, (5) the time the card was signed in and signed out, and (6) the signature of the employee upon sign out and again upon sign in;
 - Obtain from each such Authorized User an Acknowledgement of the Village of Crooksville Credit Card and Policy, as required pursuant to this Credit Card Policy;
 - Maintain a record of Acknowledgments executed by Authorized Users designated by the Village Administrator pursuant to this Credit Card Policy; and
 - Require that the applicable credit card is returned to the Fiscal Officer no later than the end of the business day.
- Maintain a record or usage log that describes all items purchased with a credit card during each billing cycle, and that includes date of use, vendor name, brief description of purchase, dollar amount and the reason that the credit card was used for the purchase;
 - Maintain a record of credit card receipts received by/obtained from Authorized Users of Village credit cards.
 - Monthly compare and reconcile each cardholder's usage log and submitted receipts and each credit card account billing statement.
 - Annually file a report with Village Council detailing all rewards received based on the use of the Village of Crooksville Credit Card Accounts.

Additional Processes and Procedures for Authorized Users:

- Advance Approval; Purchase Order: In advance of making any purchase with a Village of Crooksville Credit Card, an Authorized User shall (1) obtain the Village Administrator's approval of the purchase, and (2) obtain a purchase order from the Fiscal Officer.
- Sales Tax Notice: When utilizing a Village Credit Card to make an authorized purchase, Authorized Users must notify vendors or merchants that the sales transaction should be exempt from Ohio sales tax.
- Submission of Itemized Receipts to the Village Fiscal Officer: Cardholders must (1) submit an itemized receipt to the Fiscal Officer for any purchase no later than one (1) business day following any purchase made with a Village Credit Card, and (2) indicate clearly on the receipt the purpose of the transaction.

Credit Card Issuance, Reissuance, Cancellation, and Process For Reporting Lost or Stolen Cards:

- The Village Administrator and Fiscal Officer are responsible for application, administration and renewal of Village Credit Cards that are approved by Village Council, including, but not limited to, selecting card provider, submitting application, designating for the financial institution the names of those persons who are Authorized Users pursuant to this Policy, paying credit card bills,

managing issuance of cards, renewing cards, cancelling/terminating cards, and ensuring proper Credit Card use.

- If any employee suspects the theft, loss, or unauthorized use of a Village Credit Card, the employee shall immediately notify the Fiscal Officer in writing. The Fiscal Officer shall close any card that is lost, stolen, or that has incurred unauthorized charges by notifying the financial institution that issued the card.
- Employees/officials must immediately surrender any and all issued Credit Cards upon termination or expiration of the employee's/official's employment/appointment/term.

Misuse of Credit Card Account: The use of a Village Credit Card account for expenses beyond those authorized by council and this Credit Card Policy constitutes misuse of a credit card account. An officer or employee of the Village or a public servant as defined under section 2921.01 of the Ohio Revised Code who knowingly misuses a Village Credit Card account violates section 2913.21 of the Ohio Revised Code.

In addition to any other penalty that may be imposed by law, violations of this Credit Card Policy may result in:

- Revocation of authorization to use a Village Credit Card;
- Personal liability to reimburse the Village through direct payment or consented payroll deduction the amount of a purchase for which the officer or employee or public servant fails to provide an itemized receipt in accordance with this Credit Card Policy;
- Personal liability to reimburse the Village through direct payment or consented payroll deduction for all costs associated with an employee's/official's/public servant's improper use/misuse of Village Credit Card(s). Disciplinary action(s) may be taken, up to and including termination.

The Village will investigate and commence, in appropriate cases criminal prosecution against any employee/official/public servant found to have misused a Village Credit Card or to have violated the terms of this Policy.