

## **RESOLUTION #10-0201-07: REVISING THE CREDIT CARD POLICY**

**Whereas**, the Liberty Township Board of Trustees have a credit card through the Delaware County Bank and wish to exert proper financial controls at all times,

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF LIBERTY TOWNSHIP, DELAWARE COUNTY, OHIO THAT THE FOLLOWING POLICY SHALL GOVERN THE USE OF TOWNSHIP CREDIT CARDS:**

(a) The Fiscal Officer is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

(b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.

The use of credit card is limited to the following circumstances (*choose as appropriate*):

- purchase of capital outlays up to \$2500 for travel, meals and accommodations while on township business (*excluding expenses incurred in operating a privately owned automobile*)
- gas, oil and other necessary expenses incurred in operating a township-owned vehicle
- other business necessities required by the job and circumstances allowed by law

(c) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Fiscal Officer. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Fiscal Officer shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to Fiscal Officer upon termination of his or her employment or service with the township.

(f) The Fiscal Officer shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Fiscal Officer shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to

comply with this policy shall be reported to the township board.

(g) The township board shall not approve a payment to the entity issuing the credit card until all transactions has been verified, including the approval of all transaction invoices if issued.

(h) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the township board:

- verbal counseling
- written reprimand
- suspension
- termination
- reimbursement to the township for unauthorized expenditures.

(j) The Township Board of Trustees or Fiscal Officer may further:

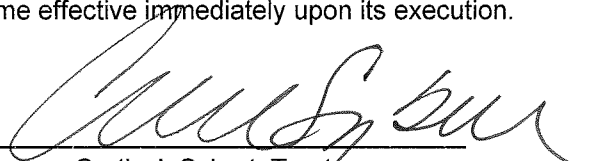
- establishing limits on the total amount of outstanding charges
- naming specific officers or positions that are authorized to use a credit card

Motion made by Carducci and seconded by Sybert.

Vote: yes Ms. Carducci Absent Mr. Mann yes Mr. Sybert

This Resolution shall be in force and become effective immediately upon its execution.


2-1-10  
Date

  
Curtis J. Sybert, Trustee

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Robert Mann, Trustee

  
Mary Carducci, Trustee

CERTIFIED BY:

  
Mark S. Gerber, Fiscal Officer