

# Delhi Township Credit Card Use Policy

Credit cards are issued to allow department heads and employees designated by the department head of each department to make certain Township-related emergency, travel and other purchases for official purposes in accordance with the policy listed below. Credit cards are not to be used to avoid normal purchasing procedures.

## **Designation of Allowable Transactions**

(R.C. 505.64(A)(2), (3) and (7))

Credit Cards may be used to purchase goods and services for expenses incurred consistent with Township policy in conduct of Township business and:

- 1) The goods or services are available only on the internet or when purchasing on the internet will result in a savings to the Township.
- 2) The goods or services are needed in a time sensitive manner and credit card is the only means to get that vendor paid.
- 3) The goods are available at a lower price or the only vendor and they will only take a credit card.

In addition when making a credit card purchase for goods and services:

- 1) The purchase order will be issued to the credit card issuer bank and shall include the name of the Vendor from which the purchase is being made as well as a detail list of the items purchased if not using a blanket purchase order.
- 2) A tax exempt certificate must be provided to the vendor so that sales taxes are not required or paid.
- 3) Township issued credit cards may not be used to pay for personal transactions. Improper use of the card can be considered misappropriation of Township funds. Improper use can result in revoking the card and possible disciplinary action up to termination. In addition, the cardholder is personally liable for payment of improper purchases.
- 4) Any purchase made beyond specific authorization limits imposed by the Board, if any, or what is authorized in this Policy, is an unauthorized expense. The use of a Credit Card Account for personal expenses is expressly prohibited. Personal expenses include those expenses that are not incurred as a direct result of the Authorized User's employment with the Township. Personal expenses include, but are not limited to, gasoline for personal vehicles, cash advances, any amount in excess of meal allowances, alcoholic beverages, tobacco, gambling, and personal goods.

## **Card Issuance and Cancellation**

(R.C. 505.64(A)(1), (5), R.C. 505.64(B), (C) and (D))

All credit card requests must be submitted to and approved by the Administrator and the Fiscal Officer. All cardholders must be full-time or regular part-time employees whose job responsibilities, as viewed by their supervisor, require them to make purchases on behalf of the

Township.

Credit cards which have “Delhi Township” imprinted on the card will be issued to the following departments/positions in the name of individual employees:

- 1) Administration
  - a. Administrator
  - b. Administrative Assistant
  - c. IT Director
  - d. HR Director
  - e. Assistant Fiscal Officer
- 2) Parks and Recreation
  - a. Parks and Recreation Director
  - b. Parks and Recreation personnel designated by the Director
- 3) Public Works
  - a. Public Works Director
  - b. Assistant Public Works Director
  - c. Public Works personnel designated by the Director
- 4) Police
  - a. Police Chief
  - b. Assistant Police Chief
  - c. Lieutenants
  - d. Police personnel designated by Police Chief
- 5) Fire
  - a. Fire Chief
  - b. Firefighter Captains
  - c. Firefighter Lieutenants
  - d. Firefighter personnel designated by Fire Chief

The Fiscal Officer shall review quarterly the number of cards and accounts issued and active, a list of all authorized users, their title and credit card numbers, credit card expiration dates and credit limits. The Fiscal Officer does not use a credit card and cannot provide authorization to use a credit card. The Fiscal Officer should be notified when an employee leaves his/her position or if they no longer require the use of a credit card. The credit card issued to that individual will be cancelled immediately.

If a card becomes lost or stolen, the cardholder must report this to the Fiscal Officer immediately. If the card is lost or stolen during non-business hours, the employee must report it to the bank by calling 1-800-XXX-XXXX.

Each Department Head is responsible to monitor the usage of the credit cards issued to department employees. Each card holder is responsible for the security of their card. All precautions should be used to maintain confidentiality of all information relating to the card, such as cardholder account number and expiration date. When using the internet, the card holder must make sure the website where the card information is being placed is secure and the vendor is reputable. Departments may implement other security measures, as they deem necessary.

**Credit Limits and Restrictions**

(R.C. 505.64(A)(2), (6) and (7))

The Fiscal Officer is responsible to set card limits and restrictions and to monitor usage of all credit cards issued to Township employees. Card Limits are set at \$2,500/month; however, the limits are reviewed and adjusted up or down at the Fiscal Officer's discretion. The Fiscal Officer aspires to limit credit risk exposure. An employee's credit card privileges may be revoked at any time at the discretion of their Department Head and the Fiscal Officer.

The card issued to the employee should only be used by the cardholder unless otherwise directed by a Department Head or Fiscal Officer. Credit cards may not be used for the purchase of alcohol. ATM, cash advance and all other cash-related transactions are strictly prohibited. These transaction codes are blocked.

Credit card purchases must not cause the expenses of the department to exceed the amounts authorized by the Delhi Township Trustees in the approved Permanent Appropriation Resolution.

Delhi Township does not maintain debit cards, vendor specific credit cards or credit cards with rewards.

Using a Credit Card for Unauthorized Expenses, as the same are discussed in **Designation of Allowable Transactions**, constitutes misuse. Failing to submit receipts, or submitting incomplete information, within a reasonable time after making a purchase also constitutes misuse.

Any public servant, as the same is defined in §2921.01 of the Revised Code of Ohio who knowingly misuses a Credit Card will be subject to criminal prosecution pursuant to §2913.21 of the Revised Code of Ohio. Misuse of a Credit Card may result in disciplinary action up to and including termination.

### **Returns, Credits and Dispute Resolution**

Sometimes, there is a problem with a purchased item or service. Examples include broken merchandise, the billed amount does not match the quote, the billed amount includes sales tax, the statement contains a charge not recognized by the cardholder, or the statement contains duplicate charges from a vendor. In these instances, the cardholder should try to resolve the dispute with the supplier or merchant. If the purchased item needs to be returned for any reason, send the item back to the supplier and request a credit to the purchasing card account. Report to Finance any unique billing issues.

### **Accounting/Record Keeping**

(R.C. 505.64 (A)(3) and (4))

The Township uses the online provider banking system to document all transactions made at the **card holder level**. The system records transaction date, posting date, amount and description. Expenses are segregated by department. Prior to purchase, the expense must be approved and purchase order issued. An **itemized receipt** is required to be submitted for payment along with properly authorized payment request signed by a Department Head. A review and approval (by

department head/level manager) requirement is also built into the system. All data support and approvals must be in place to process the monthly payments. The Assistant Fiscal Officer generates the expense reports at the card holder level which equate to the monthly billing. The expense reports, details and monthly bill are reviewed by the Fiscal Officer to ensure proper documentation of expenses and adherence to the guidelines set forth herein and in the Township travel policy. The monthly bill is paid electronically after initiation by the Assistant Fiscal Officer.

**DELHI TOWNSHIP**  
**EMPLOYEE CREDIT CARD AGREEMENT**

I, \_\_\_\_\_, agree to the following regarding my use of the  
Delhi Township Credit Card:

1. I accept responsibility for the protection and proper use of this credit card as outlined in the Credit Card Policy that I have received, read and understand.
2. I will follow the established policies and procedures for using a Township credit card. Failure to do so may result in either revocation of my use privileges or other disciplinary actions.
3. I understand that under no circumstances will I use the credit card to make personal purchases, either for myself or others. Willful intent to use the card for personal gain may result in disciplinary actions, including the possibility of termination of employment.
4. I agree that should I violate the terms of this agreement and use the credit card for personal use or gain that I will reimburse the Township for all charges, taxes and any fees related to the collection of those charges.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name