



VILLAGE OF EVENDALE 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 Village-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

(Sec 9.21 A (2) (7) & F)

Credit Cards may be used to purchase goods and services for expenses incurred consistent with Village policy in conduct of Village 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 Village.
- 2) The goods or services are needed in a time sensitive manner and the provider will not accept a purchase order.
- 3) The goods are available from a retail establishment at a lower cost than from our wholesale supplier and said retailer will not accept a purchase order.

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 PO.
- 2) A Tax Exempt certificate is provided to the vendor so that sales taxes are not required or paid.

Village issued credit cards may not be used to pay for personal transactions. Improper use of the card can be considered misappropriation of Village 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.

Card Issuance and Cancellation

(Sec 9.21 A (1) (3) (5) & B, C, D)

All credit card requests must be submitted to and approved by the Department Head and the Chief Fiscal and Accounting Officer (CFAO). 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 Village.

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

- 1) Administration
 - a. Mayor
 - b. Director of Administrative Services
 - c. Chief Fiscal and Accounting Officer
 - d. Information Technology Manager
 - e. Cultural Arts Director
- 2) Recreation
 - a. Recreation Director
 - b. Rec Program Supervisors
 - c. Recreation staff designated by Recreation Director
- 3) Service
 - a. Service Department Director/Engineer
 - b. Electrician
 - c. Operators/Maintenance designated by Service Department Head
- 4) Police
 - a. Police Chief
 - b. Lieutenants
 - c. Sergeants
 - 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 Chief Fiscal and Accounting Officer and the Compliance Officer/Payables Clerk 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 Compliance Officer/Payables Clerk does not use a credit card and cannot provide authorization to use a credit card. The Chief Fiscal and Accounting 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 Chief Fiscal and Accounting Officer or the Compliance Officer/Payables Clerk immediately. If the card is lost or stolen during non-business hours, the employee must report it to the bank by calling 1-800-316-6056 and then follow up with notification to the CFAO or Compliance Officer.

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

(Sec 9.21 A (6) (7) & F, G)

The Chief Fiscal and Accounting Officer is responsible to set card limits and restrictions and to monitor usage of all credit cards issued to Village employees. Card Limits are set at \$2,500/month; however, the limits are reviewed and adjusted up or down at the Chief Fiscal and Accounting Officer's discretion. The Chief Fiscal and Accounting 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 or the Chief Fiscal and Accounting Officer.

The card issued to the employee should only be used by the cardholder unless otherwise directed by a Department Head or Chief Fiscal and Accounting 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 Village of Evendale Council during its budget and appropriation process.

The Village of Evendale does not maintain debit cards, vendor specific credit cards or credit cards with rewards.

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

(Sec 9.21A (4))

The Village uses the online Master Card Smart Data 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. Departments (card holders) are required to input invoice date, expense description, expense account coding, PO number and PO date for each transaction. In addition an **itemized receipt** is required to be uploaded with the corresponding expense. 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 Payables Clerk 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 Chief Fiscal & Accounting Officer to ensure proper documentation of expenses and adherence to the guidelines set forth herein and in the Village travel policy. The monthly bill is paid electronically after initiation by the Payables Clerk.

VILLAGE OF EVENDALE
EMPLOYEE CREDIT CARD AGREEMENT

I, _____, agree to the following regarding my use of the Village of Evendale 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 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, possibly including termination of employment.

3. I will follow the established policies and procedures for using a Village credit card. Failure to do so may result in either revocation of my use privileges or other disciplinary actions.

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 Village for all charges, taxes and any fees related to the collection of those charges.

Employee Signature

Date

Employee Name