

RESOLUTION NO. 2019 - 2

**A RESOLUTION REAFFIRMING THE VILLAGE'S
CREDIT CARD USE POLICY**

WHEREAS, the Village of Golf Manor did previously adopt an internal policy governing the use of credit cards, which policy was developed by the Administration, including the Village Fiscal Officer; and

WHEREAS, despite having an active policy in place for more than a year, which policy was shared with Council's Finance Committee, the State of Ohio has mandated under R.C. § 9.21 that such policy be adopted by the Council; and

WHEREAS, Council by this Resolution is reaffirming the previously approved and adopted policy to meet State mandates.; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Golf Manor, Hamilton County, Ohio, that:

SECTION I. The attached Credit Card Use Policy previously adopted by and implemented by the Administration on December 1, 2017 is hereby ratified and reaffirmed.

SECTION II. This Resolution shall take effect the earliest opportunity as allowable by law.

PASSED this 28th day of January, 2019.



Mayor Greg Schwartzberg

ATTEST:



Anna Gedeon, Assistant Clerk

APPROVED AS TO FORM:



Terrence M. Donnellon, Solicitor



CREDIT CARD USE

POLICY – 12/1/2017

Purpose: The purpose of the policy is to establish guidelines for the Village of Golf Manor to provide for the issuance of credit cards to officers and employees for the purpose of enabling a cost-effective, convenient and streamlined method of purchasing items.

Authorized Card Users: Credit card possession and use is limited to the Village's department heads. Other employees may use the cards with the approval of their department head. This approval is to be indicated on a sign-in/sign-out log for card usage.

Authorized Card Usage: Credit/Charge cards are to never be used to purchase items or services for personal use or any other use not associated with the Village of Golf Manor. Credit cards can be used for the purchase of any item or service, if deemed to be cost-effective and convenient, related to the operations of the Village of Golf Manor. The preferred method of payment for items and/or services is for the Village to be invoiced and billed to be paid at a later date. If a desired vendor has the capability to do accommodate this method of payment, a credit card will not be used.

Credit Card Management: All interactions with the credit card issuer are to be through the Finance office. This includes, but is not limited to; the acquisition, request for issuance, request for reissuance, cancellation and the reporting of lost or stolen cards. Cash advances are not allowable. The issuance of checks from the credit card account are not allowable. The limit for the credit card account is to be a maximum of \$5,000.

Responsibility and Accountability: The credit cards and account numbers are to be safeguarded at all times; lost or stolen cards are to be immediately reported to the Finance office. If the credit card is to be used by an individual who is not a department head, the individual is required to sign out the credit card with the approval of the department head indicated on the sign-in/sign-out log.

For payment to be made to the card issuing company, the Village of Golf Manor must have a copy of the itemized receipt for the items or services purchased. Cancelled checks and copies of credit card statements do not substitute for the itemized receipt.

Receipts and the sign-in/sign-out log are to be supplied to the Finance office on request so that the monthly statement can be reconciled before payment is remitted. The inability to follow all guidelines of this section, in addition to making improper purchases, will be deemed as misuse of the credit card account and will result in the suspension of use of credit card(s).