

6.2 CREDIT CARD USE POLICY
Adopted 01/15/19

Purpose: Pursuant to Section 505.64 of the Ohio Revised Code, Miami Township 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 institution-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 (fleet) 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.

Township credit cards; officers or positions authorized to use a credit card account: The Township maintains the credit cards as listed on Exhibit A. The name “Miami Township” shall appear on all presentation instruments associated with the Township’s credit card accounts. The Township Administrator, Department Heads and other employees designated by management consistent with this policy shall be authorized users of Township credit cards to use for Township purchases. All employees designated to use a Township credit card shall sign the acknowledgment below indicating that they have read and understand this Policy.

The Finance Associate shall be the appointed Compliance Officer for Miami Township. The Compliance Officer may not use a credit card and may not authorize an officer or employee to use a credit card. The Compliance Officer and Finance Director shall review the number of cards and accounts issued, the number of active cards and accounts issued, the expiration dates for the cards and accounts, and the credit limits for the cards and accounts at least once every six months and report to the Township Board of Trustees.

Types of expenses for which a credit card account may be used: Township credit cards may be used for the purchase of goods or services for Township business only when it is impossible or impractical to follow normal payment procedures. Credit cards may not be used for cash advances, the purchase of alcohol, or personal purposes or expenses, and shall only be used to transact lawful and appropriate Township business.

Procedure to acquisition, use, and management of credit card account:

- The use of a credit card will not circumvent the Township’s purchasing rules and procedures.
- “Miami Township” shall appear on each presentation instrument related to a credit card account including cards and checks.
- Admin credit cards will be kept in the Fiscal Office and may be signed out to

authorized Township personnel from time to time as necessary. The credit card should be promptly returned to the Fiscal Office once the purchases for which it was checked out have been made.

- Departmental credit cards not maintained by the Fiscal Office shall be the responsibility of the Department Head to have control over purchases made using the card. Departmental credit cards shall have a check-out and check-in log identifying which employees are using the card and dates of use.
- A credit card may not be used by anyone other than the individual to whom it is signed out.
- Authorized card users must notify vendors or merchants that the sales transaction should be exempt from state sales tax. Tax exempt forms may be obtained by contacting the Fiscal Office. If sales tax is charged, the employee who is assigned the credit card shall work with the vendor to obtain a refund or they may be responsible for reimbursing the Township directly for the sales tax.
- The Department Heads or their designee shall compare and reconcile the card users' submitted receipts and the billing statement every month. The documentation is then submitted to the Fiscal Office to verify and process payment.
- If a receipt is missing to reconcile the monthly statement, a signed, written explanation must be submitted outlining the nature of the purchase. Failure to keep proper documentation may result in revocation of credit card privileges and the employee may be liable to the Township for the amount in which they do not provide an itemized receipt(s) in accordance with this policy.

Procedure for submitting itemized receipts: Card users must submit an itemized receipt to the Fiscal Office or department designee maintaining the card for any purchase as soon as practical, preferably no later than one (1) business days following any purchase made with a Township credit card and when the card is checked back in. The purpose of the transaction shall be clearly indicated on the receipt.

Credit card issuance, reissuance, cancellation, and process for reporting lost or stolen cards:

- The Fiscal Office is responsible for administration of Township credit cards, including, but not limited to, selection of card provider, setting card limits, payment of credit card bills, managing issuance of cards, and ensuring proper use. Each card is assigned an individual credit limit as noted on Exhibit A, however, the Township's maximum corporate account credit limit shall not exceed \$42,000. Occasionally, a unique situation may require a purchase over a card's established limit. In this situation, the Department Head must submit a written request seeking an increase through the Fiscal Office and such request must be approved by the Township

Administrator. Once the purchase is complete, the card will be returned to the previous limit.

- If any employee suspects the theft, loss, or unauthorized use of a 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. Consequences for not reporting lost or stolen cards are severe and penalties may include Township reimbursement, loss of employment and/or prosecution.
- Employees must immediately surrender the card upon termination of employment.

Misuse of credit card account: Violations of this Policy constitute misuse and may result in the revocation of use privileges. The use of a credit card account for expenses beyond those authorized by the Township Board of Trustees or this policy constitutes misuse of a credit card account. Employees found to have inappropriately used a Township credit card will be required to reimburse the Township for all costs associated with such improper use through direct payment or consented payroll deduction. Disciplinary action(s) may be taken, up to and including termination. The Township will investigate and commence, in appropriate cases criminal prosecution against any employee found to have misused the credit card or violates the terms of this Policy.

I, _____, have read and understand the terms of this Miami Township Credit Card Policy. I agree to comply with the terms of the policy.

Date: _____

Received by: _____

Date: _____

EXHIBIT A

5/3rd Bank Visa:	LIMIT	MAX LIMIT
Corp Account	\$ 42,000	
ADMN 1	\$ 5,000	
ADMN 2	\$ 5,000	
FIRE 1	\$ 12,000	
FIRE 2	\$ 5,000	
FIRE 3	\$ 13,000	
IT	\$ 5,000	
POLICE 1	\$ 10,000	
POLICE 2	\$ 5,000	
POLICE 3	\$ 10,000	
RECREATION	\$ 5,000	
SERVICE	\$ 10,000	
SERVICE 2	\$ 5,000	
SERVICE 3	\$ 5,000	
TRUSTEE	\$ 5,000	