

**PIERCE TOWNSHIP
CLERMONT COUNTY, OHIO**

RESOLUTION NO. 2019 – 003

**A RESOLUTION ESTABLISHING CREDIT CARD POLICY
FOR PIERCE TOWNSHIP, CLERMONT COUNTY, OHIO**

The Pierce Township Board of Trustees met in regular session on January 9, 2019. The following Resolution was proposed:

WHEREAS, Ohio Revised Code Section 505.64, recently amended by House Bill 312, requires that Townships in the State of Ohio establish a detailed policy as to the issuance, control and accountability for credit cards owned by the Township, and

WHEREAS, Townships in the State of Ohio must adopt specific requirements in their policies depending upon whether the Township Fiscal Officer retains possession and control of the credit cards, and Pierce Township has determined that the Fiscal Officer shall not maintain physical control and custody of all Township credit cards, which necessitates the Compliance Officer Model of credit card regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Pierce Township, Clermont County, Ohio that:

SECTION 1. The Township hereby establishes the following Compliance Officer Model Credit Card Regulations for use in Pierce Township until further amendment by the Board of Trustees. The Trustees have determined that the custody and physical control of Pierce Township credit cards shall be granted to the Township officials who shall utilize the credit cards, namely:

- (1) The Township Fiscal Officer;
- (2) The Assistant to the Fiscal Officer, also identified in this Policy as the Compliance Officer;
- (3) The Township Administrator;
- (4) The Police Chief;
- (5) The Fire Chief;
- (6) The Assistant Fire Chief; and
- (7) The Service Department Director.

These individuals are authorized to retain physical control and custody of the Township credit cards. Each authorized individual may delegate the responsibility to use the credit card to an individual under the supervision of such department head. In such case, the department head remains responsible to require the compliance with this Policy.

SECTION 2. The Pierce Township Compliance Officer shall be responsible to review on a six-month basis the number of cards and accounts issued, the number of active cards, the account expiration dates, and the credit limits of the Township credit cards. If the Compliance Officer is one of the individuals authorized to utilize a Township credit card, then the Compliance Officer must provide monthly transaction details involving the Compliance Officer to the Township Board of Trustees, to the attention of the Chairman of the Board of Trustees. The Compliance Officer of Pierce Township shall be the following: Assistant to the Fiscal Officer.

SECTION 3. The Pierce Township Fiscal Officer, or the designee of the Fiscal Officer must file an annual report with the Board of Trustees detailing any rewards received by the Township based upon the usage of the Township credit cards. On a monthly basis, the Township Fiscal Officer shall present a detailed transaction report from the previous month to the Board of Trustees indicating all significant transaction details, including the name of the individual who made the transaction, the amount of the transaction and the purpose for the transaction. These reports shall be made to the Board of Trustees on a monthly basis. The Fiscal Officer shall reconcile all purchases and statements each month. Any lost or stolen credit card shall be immediately reported to the Fiscal Officer. Any disputed purchase or billed amount shall be reported to and resolved by the Fiscal Officer in conjunction with the department head.

SECTION 4. The Types of transactions authorized by the holders of the Township credit cards shall include the following: Purchase of supplies, education and travel expenses, including lodging, vendors and purchases for department needs, including online purchases, and information technology costs.

SECTION 5. The procedure for issuance of the Township credit cards shall be as follows: one credit card shall be distributed to each official identified in Section 1 above for use by that individual or the specific designee by that official for the department of that individual. No checks will be utilized or issued in conjunction with the credit card system. No telephone cards, debit cards or gift cards shall be utilized by Pierce Township.

SECTION 6. The approved purchases by the individuals to whom the credit cards are issued shall be as follows: All purchases must be identifiable by a specific line accounting entry, as approved by the department head of that specific department, for the purposes of that department, and as budgeted for the expenditures needed for that department. The per purchase limits for the credit cards shall be as follows:

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| Police Department | \$ 3,500 |
| Fire Department | \$ 3,500 |
| Service Department | \$ 3,500 |
| Assistant Fire Chief | \$ 3,500 |

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|--------------------------|----------|
| Assistant Fiscal Officer | \$ 3,500 |
| Township Administrator | \$ 5,000 |
| Township Fiscal Officer | \$10,000 |

SECTION 7. In Pierce Township, Ohio, it shall be considered to be a misuse of credit card, subject to criminal penalties, termination, and other legal actions, to use a credit card in the following ways: Above the authorized limit; above the budgeted line item amount for that purchase; for unauthorized or personal usage. All employees and officers of Pierce Township shall return all credit cards issued to them by Pierce Township when the employment ends. Any breach of the confidentiality of each account number associated with each credit card shall be considered a violation of this Policy. For any violation of this Policy, in addition to possible criminal and disciplinary actions against such individual, any invalid purchase shall be considered the personal debt and financial obligation of such individual.

SECTION 8. The name of Pierce Township, Clermont County, Ohio shall appear on each credit card utilized according to this policy. Each authorized user shall obtain a credit card from the Fiscal Officer with that individual's name and account number printed on it.


SECTION 9. At the time that monthly transaction reports are presented to the chairperson of the Township Trustee Board, the chairperson shall sign a document indicating that the Board has reviewed the credit card transaction details for the prior month.

SECTION 10. This policy applies to all credit cards owned by Pierce Township, Ohio. The policy does not apply to any gasoline credit cards owned by Pierce Township.

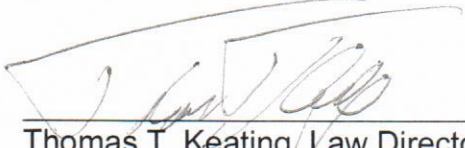
Trustee Freeman moved for the adoption of the foregoing Resolution, seconded by Trustee Kelly.
Upon roll call, the above Resolution was passed.

Resolution adopted this 9 day of January, 2019.

Attest:


Debbie S. Schwey, Fiscal Officer
Pierce Township, Clermont County, Ohio

Approved as to form:


Thomas T. Keating, Law Director