

**RESOLUTION NO. 2021-04-12-02**

**A RESOLUTION OF THE VILLAGE OF WAYNE LAKES, DARKE COUNTY, OHIO APPROVING A CREDIT CARD POLICY AND DECLARING AN EMERGENCY.**

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**WHEREAS**, the Village council desires to amend the methods to comply with the Auditor of State written policy requirements (per Bulletin 2018-003.) The House Bill 312 amends Ohio Revised Code sections 505.64, 511.234, 940.11, 940.12, 1545.072, 1711.131., 2913.21, 3313.291, and 3375.392 and enacts sections 9.21, 9.22, 717.13, 3313.311, 3314.52, 3326.52, 3328.52 and 6119.60 of the Revised Code to regulate the use of credit cards.

**WHEREAS**, it is in the best interest of the Village of Wayne Lakes to have an approved Credit Card Policy to ensure all Wayne Lakes issued credit cards are issued, used and monitored in compliance with all applicable rules and regulations.

**WHEREAS**, Credit Cards allows employees to pay allowable work-related expenses effectively and efficiently. The purpose of this Policy is to establish consistent rules and regulations for the proper, safe, and secure use of credit cards by employees.

**NOW, THEREFORE, BE IT RESOLVED** by the Council for the Village of Wayne Lakes, Darke County, Ohio as follows:

1. The Mayor and Fiscal Officer are responsible for compliance with this Policy and are authorized to use the Village credit cards for purchases and monitoring usage of their cards if they issue their card to Village employees and/or a public servant for official Village business expenses.
2. Whenever possible, all purchases with Village credit cards shall be approved in advance by the Fiscal Officer with a purchase order in order to assure the expenses are appropriated for such purpose and allocated to the correct Village fund.
3. The transaction dollar limit for any single charge on a village credit card is five thousand five hundred dollars (\$5,500.00). In the event of an emergency, the employee or public servant shall notify the Fiscal Officer prior to purchase if the five thousand five hundred dollars (\$5,500.00) transaction dollar limit is exceeded.

4. The use of the credit card account for expenses beyond those authorized by the Mayor or Fiscal Officer constitutes misuse of a credit card account. An officer or employee of the village or a public servant as defined under section 2921.01 of the Revised Code who knowingly misuses a credit card account held by the village violates Section 2913.21 of the Revised Code, which is a misdemeanor of the first degree.

5. Detailed invoices or receipts are required for all transaction using the village credit card. Invoices or receipts must provide the transaction date, dollar amount of the transaction, as well as a description of the transaction (service or item purchased), and the authorized signature, if applicable, of the village official making the purchase. All paper work must be submitted to the Fiscal Officer no later than the next business day after completing the transaction.

7. Credit Card balances shall be paid in-full each month so as not to incur interest or late fees. Credit Cards shall not be used to defer all or any part of the purchase price or create an installment payment plan for any expenditure (OAG 84-050)

8. Employees and public servants shall keep secure and protect all Credit Card information from unauthorized disclosure and shall maintain such information as confidential as if it were the employee/public servant's own personal credit card information.

9. The Fiscal Officer must file a report with the legislative authority detailing all rewards (if any) received based on the use of the village credit card account.

Council declares this to be an emergency measure for the immediate welfare of the citizens of the Village by reason that this Resolution will insure the safety and welfare of the inhabitants of the Village of Wayne Lakes, Darke County, Ohio and shall go into effect immediately upon its passage.

Passed this 12<sup>TH</sup> day of April, 2021

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Linda M. Clark, Acting Mayor

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Council Member

ATTEST:

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Misty L. Flory, Fiscal Officer