

RESOLUTION NO. 2022-059

**A RESOLUTION FOR REVISED CREDIT CARD POLICY
APPROVING FISCAL OFFICER AS AUTHORIZED
USER OF CREDIT CARD(S)**

The Board of Trustees of Franklin Township, Franklin County, Ohio in a Regular session on May 19, 2022, and the following resolution was adopted:

WHEREAS, House Bill 312 amends Ohio Revised Code sections 505.64, 511.234, 940.12, 1545.072, 1711.131, 291.21, 3313.291, and 3375.392 and enacts sections 9.21, 9.22, 717.13, 3313.311, 3314.52, 3326.52, and 6119.60 of the Revised Code to regulate the use of credit cards; and

WHEREAS, from time to time it is necessary for members of the Administration (Department Heads) to make Township/Governmental related purchases for their respective departments; and,

WHEREAS, often times the use of cash and/or check is not practical and it is necessary to use a bank credit card and/or vendor credit card; and,

NOW, THEREFORE, BE IT RESOLVED, that on Thursday, May 19, 2022, the Board of Trustees of Franklin Township, Franklin County, Ohio adopts the revised Credit Card Policy as noted in Exhibit A, and, attached hereto as if fully rewritten herein and approved the Fiscal Officer as the authorized holder and user of all credit cards and lines of credit.

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of this Board of Trustees concerning and relating to the adoption of this Resolution were adopted in an opening meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.11 of the Ohio Revised Code.

Adoption on: May 19, 2022

Trustee, Jim Leezer, 2022 Chair

Trustee, Ralph Horn, 2022 Vice-Chair

Trustee, John Fleshman

Attested:

Nick Dunn, Fiscal Officer/
Robyn Watkins, Assistant Fiscal Officer

FRANKLIN TOWNSHIP, FRANKLIN COUNTY, OHIO CREDIT CARD ACCOUNT POLICY (Rev. 2022)

PURPOSE

Ohio Revised Code Section 505.64 permits the Board of Trustees of Franklin Township to authorize an officer, employee, or appointee of Franklin Township to use a credit card account held by the Board. The Credit Card Account Policy is enacted to govern the use of any credit card accounts and their related presentation instruments, including credit cards and checks, by any and all people authorized by the Board to use a credit card account held by the Board of Trustees.

DEFINITIONS

1. "Authorized User" means an officer, employee, or appointee of Franklin Township that has received authorization to use a credit card account held by the Board of Trustees of Franklin Township.
2. "Board" means the Board of Trustees of Franklin Township, located in Franklin County, Ohio.
3. "Credit Card Account" or "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 debt or gift card account related to the receipt of grant moneys. It does not include a procurement card account, gasoline 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.
4. "Credit Card" means a credit card related to a Credit Card Account held by the Township.
5. "Fiscal Officer" means the Franklin Township Fiscal Officer.
6. "Township" means Franklin Township, Franklin County, Ohio.
7. "Policy" or "Credit Card Account Policy" means this policy and all exhibits, amendments, and supplements.

ARTICLE I. USE OF CREDIT CARD ACCOUNT

Section 1. Authorized Users. The Board may authorize an officer, employee or appointee to use a Credit Card Account from time to time. The list of people authorized to use a Credit Card Account, and their position with the Township, is contained on **Exhibit A** (the "Authorized User List") attached to the Policy. The Authorized User List should be

updated by the Board, its designated representative, or the Township Fiscal Officer each time a person is added or removed from such list.

Section 2. Authorized Expenses. The Board may expressly limit the terms of use of a Credit Card Account with each Authorized User at any time. Any Credit Card Account, regardless of Board approval, may only be used to purchase work-related goods and services incurred on behalf of the Township. Such work-related goods and services include, but are not limited to, gasoline for Township vehicles, meal allowances, and equipment purchased on behalf of a Township project in which the Authorized User is directly participating and involved.

No transaction shall exceed \$5000.00. In the event of an emergency, the Authorized User shall notify the Fiscal Officer of the need to spend an amount in excess of the limit. The required documentation for such transaction contained in this Policy shall be submitted to the Fiscal Officer no later than forty-eight (48) hours after the transaction.

Section 3. Unauthorized Expenses. Any purchases made beyond specific authorization limits imposed by the Board, if any, or what is authorized in the Policy, is an unauthorized expense. The use of a Credit Card Account for personal expenses is expressly prohibited. Personal expenses include those expenses that are not incurred as a direct result of the Authorized User's employment with the Township. Personal expenses include, but are not limited to, gasoline for personal vehicles, cash advances, any amount excess of meal allowances, alcoholic beverages, tobacco, gambling, and personal goods.

Section 4. Guidelines for Acquisition, Use and Management

- A. **Acquisition.** The Board must authorize an individual to use a Credit Card Account before a person may become an Authorized User and acquire access to a Credit Card or other presentation instrument associated with a Credit Card Account. The Board may place limits on the authorization of use of a Credit Card Account at such time as a person receives authorization to use a Credit Card or any time thereafter, at the Board's discretion and upon notice to the Authorized User. Upon the Board's authorization, the person receiving authorization must sign a copy of the attached **Exhibit B** acknowledging they received a copy of this Policy and agreeing to abide by it.
- B. **Permitted Uses.** Authorized Users may use a Credit Card Account for Authorized Expenses, as described in Article I, Section 2 of this Policy, incurred only by the Authorized User. An Authorized User may not regardless of whether the person is an employee of the Township or is purchasing goods or services for the Township. Authorized Users may, unless otherwise prohibited by the Board, use a Credit Card in person, online, over the telephone, by mail, or through fax. All purchases must be evidenced by an itemized receipt. If purchasing goods online, the Authorized User must use reasonable care and judgment regarding the authenticity and security of a website.
- C. **Reasonable Care.** Authorized Users must use reasonable care when using a Credit Card.

- D. **Notification of Purchase.** Prior to using a Credit Card the Authorized User should make a good faith effort to notify the Board, their authorized representative, or the Fiscal Officer of the intended purchase.
- E. **Storage.** Authorized User must take measures to ensure Credit Cards, checkbooks, and any other presentation instruments associated with a Credit Card Account are kept in a secure place at all times.
- F. **Receipts.** Original, itemized receipts must be submitted to the Fiscal Officer or the Fiscal Officer's designee as soon as reasonably possible. The receipt should include the customer copy of the receipt, any invoice from the vendor, the cost of the goods or services purchased, and the date of the purchase. The Authorized User should also submit documentation verifying the purchase was made on behalf of the Township, if necessary to describe the purchase.
- G. **Return of Credit Card to Township.** The Authorized User, upon resignation, termination or change in position within the Township shall return the Credit Card to the Fiscal Officer immediately. Additionally, the Credit Card shall be immediately returned to the Township revokes authorization to use the Credit Card or requests the return of the Credit Card. If the Fiscal Officer retains possession of the Credit Cards, an Authorized User must return a Credit Card to the Fiscal Officer within a reasonable time after use. No Credit Card may remain signed out for a period longer than 72 hours.

Section 5. Liability. The Authorized User will be personally liable for reimbursing the Township for any of the following:

- A. Upon any official bond the Authorized User has given to the Township to reimburse the Township treasury the amount for which the Authorized User does not provide itemized receipts;
- B. Expenses charged to the Credit Card that are not documented and submitted to the Fiscal Officer or to the Fiscal Officer's designee;
- C. Expenses that exceed the scope of the authorization allotted by the Board of the Authorized User's use of the Credit Card;
- D. Unauthorized expenses;
- E. Purchases the Authorized User allowed an authorized user to make;
- F. Any other purchases made with the Credit Card that are in violation of this Policy, and the amendments and supplements thereto.

The County Prosecutor is authorized and shall recover the amount of any unauthorized expenses incurred by an Authorized User who either uses a Credit Card, or allows another person to use a Credit Card, in an unauthorized manner and fails to

immediately and voluntarily make restitution to the Township for the total amount of the unauthorized purchase(s). This section does not limit any other liability of the employee or officer who carried out the unauthorized use.

Section 6. Misuse. Using a Credit Card for Unauthorized Expenses, as the same are discussed in Section 3 of this Article I, constitutes misuse. Failing to submit receipts, or submitting incomplete information, within a reasonable time after making a purchase also constitutes misuse.

Any public servant, as the same is defined §2921.01 of the Revised Code of Ohio who knowingly misuses a Credit Card will be subject to criminal prosecution pursuant of §2913.21 of the Revised Code of Ohio. Misuse of a Credit Card may result in disciplinary action up to an including termination.

Section 7. Issuing or Re-Issuing a Credit Card. A Credit Card should be issued or re-issued at the discretion of the Board. Upon written request of an employee, prior Authorized User, or current Authorized User, the Board may re-issue a Credit Card.

Section 8. Cancellation and Stolen/Lost Credit Cards. An Individual Credit Card connected to a Credit Card Account should be cancelled upon the determination of the Board.

In the event a Credit Card is lost or stolen, or the Authorized User has reason to believe a Credit Card is lost, stolen, or used in an unauthorized manner, the Authorized User shall immediately notify the Fiscal Officer or the Fiscal Officer's designee in person or by phone and in writing. The Fiscal Officer or the Fiscal Officer's designee must notify the card issuer immediately. The Authorized User must provide all necessary information required by the Township or the card issuer relating to the disappearance of the Credit Card.

Section 9. Credit Card Account Limits. The credit limit on each Credit Card Account held by the Township is included on the attached **Exhibit C** incorporate herein by reference and should be updated upon any changes of limits or additional credit lines.

ARTICLE II. RULES FOR TOWNSHIP CREDIT CARD ACCOUNTS

Section 1. Credit Card Account Instruments. The Township's name shall appear on each presentation instrument related to the Credit Card Account, including but limited to Credit Cards and checks.

Section 2. Annual Report. The Fiscal Officer or the Fiscal Officer's designee annually shall file a report with the Board detailing all rewards received based on the use of the Credit Card Accounts.

Section 3. Payment. Debt incurred as result of the legitimate use of a Township credit card shall be paid from moneys appropriated by the Board.

Section 4. Administrative Duties. Each month the Fiscal Officer shall present a Credit Card Account transaction detail from the previous month to the Board. The Board

shall review the Credit Card Account transaction detail and the chairperson of the Board shall sign an attestation stating that the Board reviewed the Credit Card Account transaction detail.

EXHIBIT A

AUTHORIZED USER LIST

Authorized User	Date Approved by Board	Authorized Credit Card Account Name	Date Authorization Terminated
Nicholas Dunn		4690830019897187	

EXHIBIT B

Acknowledgement of Franklin Township Credit Card Policy

I, Nicholas Dunn, acknowledge that I have received a Franklin Township (the "Township") credit card and/or credit cards to keep in my office or to carry on my person and use for work-related purchases on behalf of the Township, and am hereby considered an "Authorized User". I have also received and read a copy of the Township Credit Card Policy (the "Policy") and agree to abide by all of the terms contained in the Policy. Further, I will immediately report any lost or stolen cards and return a credit card upon resignation, termination, or the request of the Board of Trustees.

I understand the credit card(s) may only be used for the purchase of goods and services on behalf of the Township, and that I will be held liable for any unauthorized purchases.

Employee Printed Name: Nicholas Dunn
(Authorized User)

Employee Signature: 

Title: Fiscal Officer

Date: 05/16/2022