

ORDINANCE NO. 2019.041

The Council for the Village of Blanchester, Clinton County, Ohio (hereinafter the "Council") met in regular session on the 9th day of January, 2020, in the Council Chambers with the following members present: Gary Bauer, Harry Brumbaugh, Don Gephart, Reilly Hopkins, and Richard Simpson.

Gary Bauer moved the following:

AN ORDINANCE ADOPTING POLICIES AND PROCEDURES FOR USE OF VILLAGE OF BLANCHESTER CREDIT CARD ACCOUNTS

WHEREAS, the State of Ohio has mandated that all municipal corporations that hold credit card accounts approve and adopt written policy for the use of such credit card accounts;

NOWHEREFORE BE IT ORDAINED, by the Council of the Village of Blanchester, County of Clinton, and State of Ohio:

SECTION 1: That the Village of Blanchester Credit Card Policy, attached hereto and incorporated herein, is hereby approved and adopted, effective January 1, 2019. Any policy or procedure in conflict with the Credit Card Policy is hereby repealed and replaced.

SECTION 2: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Don Gephart seconded.

A roll call vote being taken as follows:

Mr. Bauer-	Yea.
Mr. Brumbaugh-	Yea.
Mr. Gephart-	Yea.
Mr. Hollon-	<i>Absent.</i>
Mr. Hopkins-	Yea.
Mr. Simpson-	Yea.

Upon an affirmative vote of a majority of the members entitled to vote, the Ordinance passing this 9th day of January, 2020.


John Carman, Mayor


Attest: Jewell Casteel, Fiscal Officer

Fiscal Officer's Certificate:

The State of Ohio, County of Clinton, ss:
I, Jewell Casteel, Fiscal Officer of the Village of Blanchester, Clinton County, and in whose custody the Files, Journals, and Records are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing Resolution is taken and copied from the original Resolution now on file with said Village, that the foregoing Resolution has been compared by me with the said original and that the same is a true and correct copy thereof, and has been posted as required by law. This Resolution has been duly published by posting in the following places: Blanchester Municipal Building, 318 E. Main St.; First National Bank, 121 E. Main St.; Blanchester Post Office, 115 S. Wright St.; Tom's Express Mart, 7529 Fairground Rd.; and at the Blanchester Public Library, 110 N. Broadway St., each for a period of fifteen (15) days commencing on the 14th day of January, 2020.

Witness my signature this 9th day of January, 2020.


Fiscal Officer of the Village of Blanchester, Clinton County, Ohio



VILLAGE OF BLANCHESTER CREDIT CARD POLICY

A. Authorized Users of Village Credit Card. The Mayor, Fiscal Officer and a Department Head as authorized by the Village Council may each be issued a Village Credit card imprinted with their name and Village of Blanchester.

B. Authorized Expenses. The Village credit card may be only used for expenses related to Village operations, travel and meeting expenses, uniforms, equipment and maintenance.

C. Management of Bank Credit Cards. The “Bank Credit Cards” are general spending cards issued by First National Bank (“Bank”) in the name of the Authorized User (Section A, above) and the Village. Each time an Authorized User is hired by the Village, the Bank is notified in writing by the Village Fiscal Officer. The Bank’s credit card application form shall be signed by the Fiscal Officer, Mayor and the Authorized User, who shall also provide the Bank with a copy of his/her Driver’s License and any other documentation the Bank may reasonably require, prior to the Bank ordering the card.

Upon separation from employment with the Village, an Authorized User shall return his/her Bank Credit Card to the Fiscal Officer, who shall be responsible for its cancellation and destruction.

The Authorized User retains control over, and is solely responsible for securing, the Bank Credit Card issued to them and shall immediately report a lost or stolen credit card to the Bank and the Fiscal Officer. The credit card shall only be re-issued upon satisfaction of Bank requirements.

The Village does not maintain or authorize the use of checks associated with the Bank or Store Credit Cards.

D. Purchase Authorization and Submission of Receipts. When a purchase is anticipated, a purchase requisition is prepared by the Authorized User making the purchase or the departmental administrative assistant. The purchase requisition must be authorized and signed by the Department Head. The purchase requisition is submitted to the Fiscal Officer so that a purchase order can be prepared or it can be determined that a purchase order is in place with sufficient funds.

Once the purchase has been made, the Authorized User making the purchase must submit the receipt or an online order confirmation to the Fiscal Officer for attachment to the purchase requisition. If a cash register receipt does not contain an itemized description of the item(s) purchased, the Authorized User shall write it on the tape prior to submission.

E. Credit Card Credit Limits. Each Bank credit card will be assigned a unique account number and billed separately by the Bank. No duplicate credit cards will be issued to the same account except in the event of loss as set forth herein below. The Bank credit cards issued to the Mayor and the Fiscal Officer are used for travel, conference, meeting, and other administrative expenses and each card has a monthly \$1,500 spending limit. The Bank credit cards issued to the Department Heads will each have a credit limit of \$1,500.

F. Tax Exempt Status. The Village of Blanchester is exempt from Ohio sales taxes, and Authorized Users shall inform in-state suppliers of this exempt status and provide a copy of the Village’s Tax-Exempt Certification if necessary.

G. Misuse of Credit Card Account. The following acts or omissions constitute misuse of the Credit Card Account and may be subject to disciplinary action and/or criminal prosecution:

1. Any purchases not first authorized by the Department Head.
2. Any purchases of alcoholic beverages.
3. Purchases that are for personal use and not Village business.

H. Conflict of Interest. Use of the Credit Card to make any purchase that violates the Village Policy and State of Ohio Ethics Law prohibiting business transactions which are or may be perceived as a conflict of interest (i.e., purchases from a business in which the Authorized User, a family member or a business associate, has a financial or other interest).

I. Receipt of cash refunds or in-store credit for any returns or exchanges. Such amounts must be credited back to the credit card account. If a supplier issues a refund by check or other means, it must be submitted to the Fiscal Officer within five (5) days of receipt by the Authorized User.

J. Liability. The Authorized User is liable in person and upon any official bond he/she has given to the Village to reimburse the treasury any and all amounts for which the Authorized User does not provide itemized receipts in accordance with the policy. The use of a credit card account for expenses beyond those authorized by Council 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 municipal corporation violates section 2913.21 of the Revised Code. Possession or use of a debit card account by a political subdivision except for law enforcement purposes is a violation of section 2913.21 of the Revised Code.

K. Compliance Officer Review. The Mayor shall appoint a Compliance Officer, who may not be the Fiscal Officer or an Authorized User. On at least a quarterly basis, the Compliance Officer and Council shall review the number of cards and accounts issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, and the cards' and accounts' credit limits. On an annual basis, the Fiscal Officer or his/her designee shall file a report with Council detailing all rewards received based on the use of the Village's credit card account.

L. Definition of Credit Card Account. As used in this section, "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 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.