

ORDINANCE 2007-30

AN ORDINANCE ESTABLISHING A POLICY FOR CREDIT CARD USE AND PROCEDURES THAT NEED TO BE FOLLOWED BY ALL EMPLOYEES AT THE VILLAGE OF HIRAM AND DECLARING AN EMERGENCY.

WHEREAS, the Village of Hiram has credit cards in place and deems it necessary to establish a policy for the employees to follow when using said credit cards.

NOW THEREFORE BE IT ORDAINED by the Council of the Village of Hiram, Portage County, Ohio, with at two-thirds of the members thereto concurring that:

SECTION 1: The Village of Hiram hereby adopts this policy as to the use of village credit cards in accordance with Exhibit "A" attached hereto and made a part thereof. The Use of Credit Card Form is attached as Exhibit "B" and the Credit Card Sign Out Form is attached as Exhibit "C" and also made a part thereof.

SECTION 2: That this Ordinance be declared an emergency measure becoming effective immediately upon its passage by Council and approval by the Mayor because to remain compliant with audit the policy needs to become effective as soon as possible.

SECTION 3: It is found that all formal action of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Revised Code of the State of Ohio.

First Reading: October 9, 2007

Second Reading: November 13, 2007

Third Reading: December 11, 2007

Robert L. Summers  
Mayor Robert L. Summers

ATTEST:

Kay E. Ziska  
Fiscal Officer

I Kay E. Ziska, Fiscal Officer of the Village of Hiram, Ohio, hereby certify that the foregoing Resolution or Ordinance No. 2007-30 has been duly posted in the required 5 places.  
12/19/07 Kay E. Ziska  
Date Fiscal Officer, Village of Hiram

Exhibit "A"  
Village of Hiram  
Credit Card Policy & Procedures

*Purpose:* The Village of Hiram wishes to establish a credit card policy to ensure proper procedures and policies are in place for the use of credit cards. Credit cards provide an alternative purchasing mechanism when traditional payment/procurement methods are not feasible.

*Scope:* The credit card will be used only when the items and/or services to be purchased are for the official use of the Village of Hiram. **NO PERSONAL USE OF THE CREDIT CARDS WILL BE ALLOWED.**

The Village of Hiram has the following credit cards:

- Four Visa credit cards issued February of 2006 to the Village of Hiram from The Middlefield Banking Company.
- Staples Credit card
- BP Credit Card
- Home Depot
- Carter Lumber

The policies for use of village credit cards are as follows:

1). All the individuals authorized to use the village Visa credit cards are identified as follows:

- a). Mayor
- b). Fiscal Officer
- b). Assistant Fiscal Officer
- c). Village Administrator
- d). Police Chief

2). The following are the types of purchases the village Visa credit card may only be used for:

- a). Overnight lodging
- b). Meals- a per-diem of \$75 per employee. A maximum gratuity of 20% is allowable.
- c). Items not considered as for a proper public purpose which include, but not limited to **alcohol, tobacco, or items personal in nature**, and as such they are not allowable for purchase with the village credit card.
- d). Registration for seminars/conferences when time is of the essence.
- e). Service contracts that require credit card payments online such as the village's web host.
- f). **ALCOHOL PURCHASES ARE PROHIBITED**

3). Each purchaser will sign the original receipt acknowledging the use of the credit card for work-related purchase. A detailed receipt must be provided by the purchaser to the Fiscal Officer. This receipt will be matched to the credit card statement. Failure to submit receipts will result in rejection of any and all charges not properly documented which would result in the employee being responsible for the incurred charges.

4). It is the responsibility of the employee making the purchase to insure the completeness, accuracy and legibility of the entries on the receipt.

5). A completed Use of Credit Card form with the following information needs to be provided with the credit card receipt to the Fiscal Officer within twenty-four hours of the purchase or the next business day whichever applies.

Name, department, purchase order number, description of item(s) purchased, if proper procedure was not followed and a purchase order was not opened prior to the purchase being made a purchase requisition needs to be attached. The signature of the department head is required to demonstrate the authority of the employee to use the credit card. Attach original receipt(s) signed by the employee.

6). The Fiscal Officer will monitor and review the credit card purchases for propriety and initial indicating the review has been completed. If an employee reimburses the Village for an unsupported purchase, it should be documented in the monthly credit card reconciliation.

7). All credit cards remain with the Fiscal Officer unless signed out by an authorized individual.

8). All individuals using a credit card must present a tax exempt form or inform the cashier of the village's tax exempt status.

9). Use of a credit card does not replace the requisition and purchase order process.

10). When any of the credit cards are requested a credit card sign out form must be completed.

11). The Village of Hiram is exempt from Federal and State tax. In all cases a Blanket Tax Exemption form should be supplied prior to making any purchases. In the case of overnight lodging a bed tax and city tax and any other applicable tax may be encountered and in these cases the Village of Hiram is not exempt.

These policies and procedures were adopted by council on December 11, 2007

**Exhibit "B"**  
**USE OF CREDIT CARD FORM**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Description of item(s)/service(s) purchased: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Requisition attached if purchase order has not been done properly. Request will be a then and now due to the request not being completed prior to the purchase being made.

Attach original receipt(s) signed by the employee.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Checked by the Fiscal Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**Exhibit "C"**  
**Credit Card Sign Out Form**

I \_\_\_\_\_ hereby acknowledge that I have taken possession of the Village of Hiram Credit Card on \_\_\_\_\_. By signing this form, I acknowledge that I will return the credit card within twenty-four hours along with the appropriate receipts and paperwork. I also acknowledge that I will not write the credit card number down for use later on purchases without having used the credit card procedures. I acknowledge that I have read and understand the Credit Card Policies and Procedures of the Village of Hiram. The credit card will not be used for personal purposes.

Card Checked Out:

Signature: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Card Checked In:

Signature: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_