

RESOLUTION 2024-03

A RESOLUTION AUTHORIZING THE ADOPTION OF A CREDIT CARD USAGE
POLICY FOR THE VILLAGE OF ALEXANDRIA, OHIO

WHEREAS, THE VILLAGE OF ALEXANDRIA ISSUES CREDIT CARDS FOR USE BY VILLAGE EMPLOYEES FOR THE PURCHASE OF GOODS AND SERVICES RELATED TO THE PERFORMANCE OF THEIR JOB DUTIES; AND

WHEREAS, THE VILLAGE OF ALEXANDRIA IS COMMITTED TO ENSURING THE RESPONSIBLE USE OF VILLAGE-ISSUED CREDIT CARDS FOR PROPER PURPOSES; AND

WHEREAS, THE VILLAGE OF ALEXANDRIA IS ALSO COMMITTED TO ADOPTING POLICIES TO ENSURE PROPER AUTHORIZATION AND ACCOUNTING FOR THE USE OF VILLAGE-ISSUED CREDIT CARDS;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF ALEXANDRIA, COUNTY OF LICKING, STATE OF OHIO, THAT:

SECTION 1. The Village of Alexandria, Ohio, hereby adopts a Credit Card Usage policy, a copy of which is attached hereto as Exhibit "A" and incorporated herein fully as if by reference.

SECTION 2. All Village employees who are issued a Village credit card are subject to the Credit Card Usage policy, which they must acknowledge by signing the Acknowledgement form.



Mayor Sean Barnes

ATTEST:



Caroline J. Gissinger, Fiscal Officer

APPROVED AS TO FORM:



David T. Ball, Esq., Solicitor

EXHIBIT A

Village of Alexandria Credit Card Usage Policy

The Village of Alexandria, Ohio, ("Village") will issue Village credit cards to certain employees for use in carrying out their official Village responsibilities. This policy sets out the acceptable and unacceptable uses of such credit cards.

1. Use of Village-issued credit cards is a privilege that the Village may withdraw at any time, with or without cause. Upon an employee's termination of employment at the Village, all cards must be returned to the Village's fiscal officer, immediately.
2. The employee to whom a Village credit card has been issued is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized persons. Card numbers may not be distributed and should not be saved in online accounts.
3. Any credit card that the Village has issued to an employee must be used for Village business purposes only, and for purposes in conjunction with the employee's official Village responsibilities. Employees with such credit cards shall not use them for any other purpose.
4. All non-emergency purchases (other than fuel purchases for Village-owned vehicles or equipment) must be approved prior to purchase. The employee must submit the purchase request in writing to the Village fiscal officer and receive a Purchase Order before making the purchase. The employee should attach a copy of the Purchase Order to the receipt and submit them together when submitting the receipt to the Village fiscal officer.
5. For non-fuel emergency purchases (defined as when in the good faith judgment of the employee the purchase is too urgent to obtain a Purchase Order in advance), the employee should email a photograph of the receipt to the Village fiscal officer as soon as possible after making the purchase and then place the original receipt in the fiscal officer's box at the Village office within one week of the date of purchase.
6. For fuel purchases for Village-owned vehicles or equipment, the employee should place the original receipt in the fiscal officer's box within one week of the date of purchase.
7. The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the Village credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.
8. Receipts need to be turned into the fiscal officer within one week of the date of purchase. All receipts should be labeled with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be attached to a sheet of paper that clearly indicates the names of all persons attending the meal or entertainment and the Village business purpose of such event.
9. If any employee uses a Village credit card for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee and will be deducted in full from the employee's next paycheck. Any remaining balance will be deducted from subsequent paychecks until the wage advance is fully repaid. These deductions may take the employee's wages below minimum wage for the pay period(s) in question.
10. If any employee uses a Village credit card for a non-personal purchase that is not within the scope of the employee's duties or the employee's authorization to make Village

business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by the fiscal officer. The employee will be expected to reimburse the Village via deductions from pay until the unauthorized amount is fully repaid. These deductions will at no time take the employee's wages below minimum wage.

11. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a Village credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment.
12. This policy will remain in effect as long as the employee has a Village credit card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement of this policy.

Village of Alexandria Credit Card Usage Policy Acknowledgment

I, _____, hereby acknowledge that I have received a Village credit card. I have been provided with and read the Village of Alexandria Credit Card Usage Policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

I further acknowledge that I understand that if I make any personal purchases in violation of this policy, the amount of such purchases is an advance of future wages payable to me, that the Village may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Village may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. Such deductions may take my pay below minimum wage for the workweek(s) in question.

I further agree that if I make any non-personal transactions in violation of the policy in question, I am financially responsible for any such expenses and agree to reimburse the Village via wage deductions until the unauthorized amounts are fully repaid. Such deductions are in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more increments that will not take my pay below minimum wage for any workweek.

Signed: _____

Date: _____

Print name: _____