

SPRINGFIELD TOWNSHIP TRUSTEES
LUCAS COUNTY, OHIO
RESOLUTION 19-009

ADOPTION OF UPDATED CREDIT CARD ACCOUNT POLICY

The Board of Trustees of Springfield Township, Lucas County, Ohio, met in Regular Session on June 17, 2019, at 7617 Angola Road, Holland, Ohio, with the following members present:

Tom Anderson Jr. Robert Bethel Andrew Glenn - Absent

Tom Anderson Jr. moved the adoption of the following Resolution:

WHEREAS, Ohio Revised Code Section 505.64 allows the Board of Trustees of Springfield Township to authorize officers, employees or appointees of the Township to use a credit card account held by the Board of Trustees, and requires that the Board of Trustees adopt a written policy for the use of credit card accounts; and

WHEREAS, the Board of Trustees has determined that adopting a credit card account policy is in the best interests of the Township to manage and guard its financial resources and to permit the use of credit card accounts, and by Resolution 05-006 adopted that certain Township Credit Card Policy, Policy Number 2005-01; and

WHEREAS, Township Administration has developed a proposed updated Credit Card Account Policy 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 of Trustees to use a credit card account held by the Board of Trustees, a copy of which is attached to this Resolution as Exhibit A (the "Credit Card Account Policy (2019)").

NOW THEREFORE, BE IT RESOLVED by Springfield Township Board of Trustees, Lucas County, Ohio:


1. That the Board of Trustees hereby adopts the Credit Card Account Policy attached to this Resolution as Exhibit A, which such policy shall supersede Township Credit Card Policy Number 2005-01.
2. That the persons included on Exhibit A, Authorized User List, to the Credit Card Account Policy be, and they hereby are, authorized to use a Credit Card Account (as that term is defined in the Credit Card Account Policy) and to acquire access to a credit card or other presentation instrument associated with the Credit Card Account, all according to the terms of the Credit Card Account Policy and subject to the account limits set forth opposite their names on the Authorized User List.
3. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board and that all deliberations of this Board 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 Ohio.

Robert Bethel seconded the motion and roll was called on the question of its adoption.

Vote was as follows:

<u>NAME</u>	<u>VOTE</u>
Tom Anderson Jr.	YES
Robert Bethel	YES
Andrew Glenn	ABSENT

ATTEST:


Barbara Dietze, Fiscal Officer
June 17, 2019 Regular Trustee Meeting


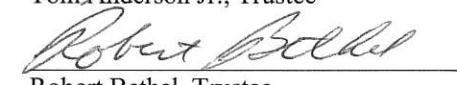


Tom Anderson Jr., Trustee

Robert Bethel, Trustee

Andrew Glenn, Trustee

EXHIBIT A

SPRINGFIELD TOWNSHIP CREDIT CARD ACCOUNT POLICY (2019)

PURPOSE

Ohio Revised Code Section 505.64 permits the Board of Trustees of Springfield Township to authorize an officer, employee, or appointee of Springfield Township to use a credit card account held by the Board. This 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 Springfield Township that has received authorization to use a credit card account held by the Board of Trustees of Springfield Township.
2. "Board" means the Board of Trustees of Springfield Township, located in Lucas 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 debit 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 Springfield Township Fiscal Officer.
6. "Township" means Springfield Township, Lucas County, Ohio.
7. "Policy" or "Credit Card Account Policy" means this policy and all exhibits, amendments, and supplements.

ARTICLE I. USE OF A 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, their position with the Township, and their respective account limits is contained on Exhibit A (the "Authorized User List") attached to this Policy. The Authorized User List shall be updated by the Township Fiscal Officer each time a person is added or removed from such list or their account limits are adjusted.

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. The Fiscal Officer promptly shall notify the Authorized User in writing of any such limitation. 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 per Township policy, and equipment purchased on behalf of a Township project in which the Authorized User is directly participating and involved. No transaction may exceed \$7500.00. 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 purchase made beyond specific authorization limits imposed by the Board, if any, or what is authorized in this 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 in 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 written 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 transfer the Credit Card or purchase goods on behalf of any other person, regardless of whether the person is an officer, employee or appointee 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.** The Authorized User should make a good faith effort to notify the Board, their authorized representative, or the Fiscal Officer or Fiscal Officer designee of an intended purchase in an amount more than one-half (1/2) the Authorized User's account limits.

E. **Storage.** Authorized Users 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 evidencing Authorized Expenses must be submitted to the Fiscal Officer or the Fiscal Officer's designee as soon 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 if the Township revokes authorization to use the Credit Card or requests the return of the Credit Card.

Section 5. Liability. The Authorized User will be personally liable (and upon any official bond the Authorized User has given to the Township) for reimbursing the Township for any of the following:

A. The amount for which the Authorized User does not provide itemized receipts in accordance with this Policy;

B. Expenses incurred above twenty five dollars (\$25.00) charged to the Credit Card that are not documented and submitted to the Fiscal Officer or 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 or personal expenses;

E. Purchases the Authorized User allowed an unauthorized 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, for personal expenses or for expenses beyond the scope of the authorization allotted by the Board constitutes misuse. Failing to submit receipts, or submitting incomplete information, within a reasonable time after making a purchase also constitutes misuse. Any officer, employee or appointee of the Township who knowingly misuses a Credit Card may be subject to criminal prosecution. Misuse of a Credit Card may result in disciplinary action up to and 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 Administrator, Fiscal Officer, or a Board authorized employee following authorization by the Board. Upon the written request of an employee, prior Authorized User, or current Authorized User, the Administrator, Fiscal Officer, or Board authorized employee 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 or 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 incorporated herein by reference and should be updated upon any change of limits or additional credit lines.

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ARTICLE II. ADMINISTRATIVE 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 not limited to Credit Cards and checks.

Section 2. Monthly Report. 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 the Board reviewed the Credit Card Account transaction detail.

Section 3. Credit Card Account Review. At least every six (6) months the Board shall review the number of cards and accounts issued, the number of active cards and accounts issued, and the cards' and accounts' expiration dates, and the cards' and accounts' credit limits.

Section 4. 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 5. Payment. Debt incurred as a result of the proper use of a Township credit card according to this Policy shall be paid from moneys appropriated by the Board.

Exhibit A

**AUTHORIZED USER LIST – SIGNATURE BANK CARD
06/17/2019**

Name	Title	Account Limit	Total Account Limit
Tom Anderson Jr.	Trustee	\$3000.00	
Robert Bethel	Trustee	\$3000.00	
Andrew Glenn	Trustee	\$3000.00	
Barbara Dietze	Fiscal Officer	\$3000.00	
Michael Hampton	Administrator	\$6000.00	
Barry Cousino	Fire Chief	\$6000.00	
Richard Helminski	Asst. Fire Chief	\$4000.00	
Andrew Hohlbein	Dir. Of Public Services	\$6000.00	
Jacob Barnes	Planning Director	\$3000.00	
David Moore	Battalion Chief	\$4000.00	
			\$41,000

**AUTHORIZED USER LIST – HOME DEPOT
S/A = Spending Authority per Board resolution
06/17/2019**

Name	Title	Account Limit	Total Account Limit
Michael Hampton	Administrator	S/A	
Barry Cousino	Fire Chief	S/A	
Andrew Hohlbein	Dir. Of Public Services	S/A	
Dave Tillman	Service Person	S/A	
Robert Swartz	Service Person	S/A	
William Schultz	Service Person	S/A	
Joe Currier	Service Person	S/A	
Daniel Holtz	Service Person	S/A	
Brendan Kretz	Service Person	S/A	
			\$14,100

AUTHORIZED USER LIST – LOWES
S/A = Spending Authority per Board resolution
06/17/2019

Name	Title	Account Limit	Total Account Limit
Michael Hampton	Administrator	S/A	
Mike Kokocinski	Fire Support	S/A	
Andrew Hohlbein	Dir. Of Public Services	S/A	
Dave Tillman	Service Person	S/A	
Robert Swartz	Service Person	S/A	
William Schultz	Service Person	S/A	
Joe Currier	Service Person	S/A	
Daniel Holtz	Service Person	S/A	
			\$10,000

AUTHORIZED USER LIST – SAMS CLUB
S/A = Spending Authority per Board resolution
06/17/2019

Name	Title	Account Limit	Total Account Limit
Michael Hampton	Administrator	S/A	
Tina Helminiak	Asst. Admin./Hr	S/A	
Andrew Hohlbein	Dir. Of Public Services	S/A	
Barry Cousino	Fire Chief	S/A	
Nellie Hutchinson	Office Manager/Fire	S/A	
Jacob Barnes	Planning Director	S/A	
			\$12,100

EXHIBIT B

Acknowledgement of Springfield Township Credit Card and Policy

I, _____, acknowledge that I have received a Springfield Township (the "Township") credit 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.

I understand the credit card 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, all as set forth in the Policy.

Credit Card and Account Number (last 6 digits): _____

Signed Name _____
Title _____
Date _____

EXHIBIT C 06/17/2019

CREDIT CARD ACCOUNT	ACCOUNT LIMIT
SIGNATURE BANK	\$37,000
HOME DEPOT	\$14,100
LOWES	\$10,000
SAM'S CLUB	\$12,100