

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 17-84**

RESOLUTION ADOPTING A TOWNSHIP CREDIT CARD POLICY

WHEREAS, the Fairfield Township Board of Trustees desires to adopt a policy regarding the use of credit cards by employees and officials; and

WHEREAS, the Fairfield Township Board of Trustees is authorized under Ohio Revised Code § 505.64 to authorize officers, employees, department heads and appointees of the township to use a credit card held by the board of trustees to pay for work related expenses; and

WHEREAS, the Fairfield Township Board of Trustees declares there is a need to institute a Township credit card policy in order to maintain internal financial controls;

NOW, THEREFORE, BE IT RESOLVED, by the Trustees of Fairfield Township, Butler County, Ohio, as follows:

SECTION 1: The Board of Trustees hereby adopts the Fairfield Township Credit Card Policy and Procedures, a copy of which is attached hereto as Exhibit "A" and made part of this Resolution, which shall supersede any prior credit card regulation of Fairfield Township.

SECTION 2: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 3: That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

SECTION 4: This resolution shall take effect at the earliest period allowed by law.

Effective: September 13, 2017

Board of Trustees

Shannon Hartkemeyer: _____

Susan Berding: _____

Joe McAbee: _____

Shannon Hartkemeyer
Susan Berding
Joe McAbee

Vote of Trustees

yes
yes
yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer, this 13th day of Sept., 2017.

ATTEST:

Nancy A. Book

Nancy Book, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L.E. Barbieri

Lawrence E. Barbieri, Township Law Director

FAIRFIELD TOWNSHIP
CREDIT CARD POLICY AND PROCEDURES

A. PURPOSE

This policy is adopted to allow Fairfield Township officials and agents access to an efficient and alternative means of payment for approved expenses. The policy provides oversight and control to prevent the improper use of Township credit cards for unauthorized purposes. The policy applies to every person authorized to possess and/or use a credit card issued by the Township.

B. AUTHORIZED PERSONS

Persons authorized to use the Township credit card include:

1. Township Administrator
2. Township Fiscal Officer
3. Department Heads
4. Township employees explicitly authorized by the Administrator, Fiscal Officer or Department Head for a particular purpose consistent with the policy set forth below.

C. POLICY

1. Use of the Township credit card shall be solely for those purposes authorized by the Board of Trustees. Generally, authorized purposes are for the purchase of goods or services for Township use and any previously authorized expenses of persons engaged in Township business. Credit cards may not be used for any purchase which exceeds the financial authority of the user without Board approval.
2. No person may use a Township credit card for any use prohibited by any Township policy or practice; or for any personal purpose, expense or purchase. It is not possible to create a list of all prohibited uses for a Township credit card. The use of the Township credit card should be similar to the use of Township funds, and credit card users shall exercise the same procedures, logic, and caution required for the use of township funds.
3. The debt incurred as a result of the use of a Township credit card pursuant to this policy shall be paid from moneys appropriated by the Board of Township Trustees for such expense.
4. In the event of unauthorized use of the Township credit card, the individual responsible shall be liable in person and upon any official bond the individual has given to the township for the unauthorized use of a credit card held by the board of township trustees. The law director will work with the county prosecuting attorney to recover the amount of any unauthorized expenses incurred and all costs for recovery. Unauthorized use of a credit card by any employee or official is grounds for immediate termination.
5. An authorized user of the credit card and who suspects the loss, theft, or possibility of unauthorized use of the credit card shall notify the board of township trustees of the suspected loss, theft, or possible unauthorized use immediately in writing.
6. Misuse of a Township credit card may constitute an offense under criminal statute Ohio Revised Code § 2913.21.