



**PURCHASING CARD  
POLICY**

**FAIRFIELD TOWNSHIP, OHIO  
(Butler County)**

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# TOWNSHIP PURCHASING CARD POLICY & PROCEDURE

## 1.0 PURPOSE

The Purchasing Card Policy & Procedure Manual for Fairfield Township is adopted in order to reduce the effort hours associated with the acquisition of certain high volume, low dollar commodities related to the normal operation of the township, to simplify the process for purchasing and further the efficient delivery of services, and to otherwise maintain compliance with Ohio Revised Code (ORC) Section 9.21 - 9.22, and ORC Section 505.64, inclusive, pertaining to purchasing card usage. Purchasing Cards are not intended to be utilized to avoid traditional purchasing procedures.

## 2.0 FAIRFIELD TOWNSHIP PURCHASING CARD ISSUANCE <sup>1</sup>

Every Purchasing Card or Virtual Purchasing Card issued by Fairfield Township shall contain the name “Fairfield Township” embossed or imprinted on the face of the Card. In addition, each card shall specify the Department to which the card has been assigned, in order to assist in monthly expense tracking and reconciliation.

- A. The following designated Purchasing Card and/or Virtual Purchasing Card accounts shall be established, for purposes of tracking expenditures and reconciling purchases on a monthly basis:
  - 1. Fairfield Township Administration
  - 2. Fairfield Township Zoning Department
  - 3. Fairfield Township Fire Department
  - 4. Fairfield Township Police Department
  - 5. Fairfield Township Service/Road Department
- B. Nothing contained in this section shall prevent the addition, deletion, or modification of the designated and specified Purchasing Card accounts by the Fairfield Township Fiscal Officer or his/her designee.
- C. If multiple cards are required for each Department, the Department Head may request additional Purchasing Cards, which may be approved at the discretion of the Fiscal Officer. Duplicate cards shall be maintained in the same manner as described in Section 4.0 of this Policy.

## 3.0 AUTHORIZED USERS <sup>2</sup>

- A. The following officers, positions, or appointees (“Authorized Users”) shall be specifically authorized to utilize, or cause to be utilized, a Fairfield Township-Issued Purchasing Card Account:
  - 1. Fairfield Township Board of Trustees, individually or collectively
  - 2. Fairfield Township Fiscal Officer

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<sup>1</sup> Complies with ORC § 9.21(B), 505.64(B). Also complies with ORC §9.21(A)(5), 505.64(A)(5)

<sup>2</sup> Complies with ORC § 9.21(A)(1) , 505.64(A)(1)

3. Township Administrator
4. Assistant Township Administrator
5. Assistant to Fiscal Officer
6. Township Department Heads, including, but not limited to:
  - a) Police Chief
  - b) Fire Chief
  - c) Service Director
  - d) Director of Planning & Zoning
  - e) Information Technology Director, if appointed
  - f) Communications Director, if appointed
  - g) Any other supervisory head of any Township Department or Agency as so designated by the Township Administrator, or his/her designee
7. Township Supervisory or Administrative Staff, including, but not limited to, the following:
  - a) Police Captain/Assistant Chief

- B. Any of the Authorized Users stated within Section 2.0 (A) shall be further authorized to approve, appoint, nominate, or otherwise cause the use of a Fairfield Township-Issued Purchasing Card by an appointee, employee, or designee if the authorized purpose is in furtherance of an approved Township expenditure, made in accordance with this Policy, and provided that prior authorization is granted by the Authorized User. Such authorization may be written or verbal. Any employee of Fairfield Township may be appointed or designated pursuant to this Section.
- C. The Department Supervisor, or equivalent, shall be responsible for collecting and reconciling all charges with proper itemized receipts to the department-issued card statement, on a monthly basis.

#### **4.0 PURCHASING CARD RESPONSIBILITIES <sup>3</sup>**

The following non-exhaustive list defines the requirements and responsibilities of various parties, departments, or individuals within Fairfield Township, relative to the use, administration, reconciliation and administration of the Township Purchasing Card program.

##### **A. Authorized User (or Appointee)**

The Authorized User, appointee, employee, or designee shall have the following responsibilities regarding the use of Purchasing Cards or Virtual Purchasing Cards, as applicable:

1. Make purchases according to the requirements established in this policy/procedure;
2. Accountability for all transactions made against the card while in possession of Purchasing Card or Virtual Purchasing Card;
3. Provide timely information regarding monthly transactions made on the card and retention of an original, itemized sales/credit receipt;

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<sup>3</sup> Complies with ORC § 9.21(A)(3), 505.64(A)(3)

4. Submit all itemized sales/credit receipt to the Department Supervisor in a timely fashion, prior to monthly reconciliation of the card statement;
5. Safeguard the Purchasing Card and keeping the account number confidential;
6. Use the Purchasing Card for Fairfield Township business only;
7. Resolving disputed charges with the merchant and/or lending institution (also referred to as “Card Issuer”);
8. Return merchandise to the merchant when it is incorrect or no longer needed;
9. Promptly report a lost or stolen Purchasing Card immediately to the Card Issuer, the Fiscal Officer or his/her designee and the Department Supervisor;
10. Promptly return any issued Purchasing Card to the Fiscal Office at the conclusion of the intended use period;
11. Surrender the Purchasing Card in possession, upon termination of employment from Fairfield Township, along with any final reconciliation or receipts;

**B. Department Supervisor (or Township Administrator)**

The Township Administrator, his/her designee, or the Department Supervisor, as applicable, shall have the following responsibilities regarding the use of Purchasing Cards or Virtual Purchasing Cards:

1. Manage the usage and appointment of designees, for use of Department Purchasing Cards, or Virtual Purchasing Cards, as applicable;
2. Request the issuance and approval of Virtual Purchasing Cards, where applicable, from the Fiscal Office in writing;
3. Approve specific expenditures and verify the intended purpose;
4. Ensure that charges made using the Purchasing Card were appropriate;
5. Ensure that each expense is documented with an itemized receipt;
6. Ensures that appropriate project/overhead number is charged;
7. Initiate Card revocation and disciplinary action when necessary;
8. Complete the reconciliation of monthly Purchasing Card Statement for their respective Department;
9. Interface with the Purchasing Card Issuer as needed;
10. Coordinate Cardholder training and policy compliance;
11. Report unauthorized use or charges of the Purchasing Card to the Fiscal Officer at the earliest possible opportunity;
12. Work with Authorized Users, appointees, employees, or designees to reconcile errors and billing disputes once the Authorized User or appointee has exhausted other avenues for resolution (Merchant, Card Issuer);
13. Request written authorization from Fiscal Officer if anticipated purchase(s) will exceed the established Per Diem Purchasing Card Limit or Monthly Purchasing Card Limit established within Section 3.0(A) and Section 3.0(B) of this Policy, prior to authorizing the Authorized User, appointee, or designee to proceed;

C. Fiscal Office (or Designee).

The Township Fiscal Officer, or his/her designee, shall have the following responsibilities regarding the use of Purchasing Cards or Virtual Purchasing Cards:

1. Manage the distribution of Purchasing Cards to Authorized Users, appointees, employees, or designees, including the establishment of a log documenting Purchasing Card use;
2. Manage the approval and issuance of Virtual Purchasing Cards in writing, upon receipt of such request in writing from a Department Supervisor, consistent with this Policy;
3. Confirm verification from Department Supervisor of intended purpose of purchases;
4. Processing cross charges for un-reconciled charges/credits;
5. Coordinate dispute resolution process in consultation with Department Supervisors and the Card Issuer;
6. Review reconciliation reports submitted by Department Supervisors relative to specific Department-Issued Purchasing Card account statements;
7. Maintain records of all Purchasing Card requests, credit limits, and purchasing controls for each card;
8. Update the Purchasing Card policy/procedure as needed, in consultation with the Township Administrator and/or Board of Trustees, as applicable;
9. Monitor/follow up to ensure that no future charges are incurred on an account where the card has been reported as lost or stolen
10. Review and approve of exceptions to the standard, daily, or monthly credit limits, provided such requests are received, and approved in writing;
11. Review and grant approval for standard, daily and monthly credit limits;
12. Ensure that accurate documentation is provided to, and received from, the Card Issuer;

**5.0 PURCHASING CARD CONTROL AND INVENTORY <sup>4</sup>**

The Fairfield Township Fiscal Officer shall maintain an inventory and centralized possession of all Township-Issued Purchasing Cards until such time that a card is assigned to an Authorized User, his/her appointee, employee, or designee to complete specified purchase or purchases, as contemplated within this Policy.

**6.0 PURCHASING CARD PROCUREMENT PROCESS <sup>5</sup>**

The following procedures are established to govern the process for an Authorized User, appointee, employee, or designee to obtain a Purchasing Card for intended use:

- A. Before utilizing a Fairfield Township Purchasing Card for any specific purchase, an

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<sup>4</sup> Complies with ORC § 9.21(E), 505.64(E)

<sup>5</sup> Complies with ORC § 9.21(E), 505.64(E). Also complies with ORC §9.21(A)(5), 505.64(A)(5)

Authorized User, their appointee, employee, or designee, shall obtain the appropriate department-issued purchasing card from the Fairfield Township Fiscal Office prior to use. The Fiscal Office shall log each instance of assignment of a Purchasing Card to an Authorized User, appointee, employee, or designee as defined within this Policy. The log shall demonstrate the following:

1. Authorized User/Appointee/Employee/Designee Name
  2. Authorized User Department
  3. Date of Card Acquisition or Acquisition(s) from Fiscal Office
  4. Specified Vendor
  5. Purpose of Expenditure
  6. Date of Card Return to Fiscal Office
- B. For monthly recurring billed Township expenditures where Purchasing Card information is stored by a third-party vendor, including, but not limited to, monthly periodical subscriptions, facilities rental charges or expenses, or other similar expenses, the Authorized User, appointee, employee, or designee shall not be required to obtain the card from the Fiscal Office for each month that a recurring expense is billed, provided that the recurring expenditure is reconciled by the Department Supervisor for each month that the expense is billed, consistent with the requirements stated elsewhere within this Policy. Existing and recurring expenditures in place at the time of the adoption of this Policy shall be deemed as having received prior approval.
- C. In lieu of obtaining a physical Purchasing Card from the Fiscal Officer, an Authorized User, appointee, employee, or designee may request, in writing (written or email), that the Fiscal Officer or his/her designee issue a Virtual Purchasing Card for a specific purchase or purchases. Such request shall detail the following:
1. Vendor
  2. Purpose of Expense(s)
  3. Dollar Amount of Purchase (not to exceed)

The Fiscal Officer, or his/her designee shall review the request for Virtual Card issuance and may issue, at the sole discretion of the Fiscal Officer or his/her designee, the Virtual Purchasing Card to the requesting party, provided such issuance is provided to the Authorized User, appointee, employee, or designee in writing.

## **7.0 AUTHORIZED EXPENSE CATEGORIES <sup>6</sup>**

The following is a partial, non-exhaustive listing of typical authorized Fairfield Township-related purchases that can be made using a Purchasing Card or Virtual Purchasing Card:

1. Office supplies;
2. Computer supplies;

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<sup>6</sup> Complies with ORC §9.21(A)(2), 505.64(A)(2)

3. Computer software that will be expensed;
4. Hotel & Airline reservations for township business;
5. Registration fees for township-sponsored events, training, or continuing education classes, excluding tuition for courses accumulating academic credit in pursuit of a degree or certificate;
6. Approved professional memberships, licenses, certifications, or accreditations associated with Township duties or responsibilities;
7. Monthly, quarterly, or yearly billed services, subscriptions, periodical or literature subscriptions, or facilities rentals or equipment rentals with third-party vendors who require the use of a Purchasing Card for automated or recurring billing purposes;
8. Supplies specific to the on-going provision of services or delivery of services to Township residents or in conjunction with Township-sponsored events;
9. Expenses incurred while traveling for Township business;
10. Purchase of supplies or equipment where an emergency, location, vendor location, or other mitigating circumstances otherwise prevents traditional purchasing methods being utilized, provided such expenses are approved by the Department Supervisor and/or Township Administrator on a “case-by-case” basis, such approval may be written or verbal;

If the Authorized User, appointee, employee, or designee is uncertain that the Township Purchasing Card is the correct purchasing tool to be used, he/she must contact the Department Head and/or Township Administrator for additional clarification before making the purchase.

## **8.0 UNAUTHORIZED EXPENSE CATEGORIES <sup>7</sup>**

The Fairfield Township Purchasing Card or Virtual Purchasing Card, as applicable, shall not be utilized for the purchase of any of the following types of goods, services, or items:

1. Personal purchases;
2. Cash advances;
3. Gift Cards;
4. Training, seminars, or professional fees that are not approved and otherwise not associated with Township business;
5. Computer rentals not otherwise associated with travel or business-based technology requirements (eg. projector rental, etc);
6. Contractual Services agreements otherwise requiring review and approval of contract documents, unless otherwise specifically approved in writing by the Fiscal Officer;
7. Tuition for the accumulation of academic credit in pursuit of matriculation or otherwise resulting in the awarding of any advanced degree or certificate at any college or university, or other similar institution of higher learning, without prior written authorization from the Township Administrator;

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<sup>7</sup> Complies with ORC §9.21(A)(2), 505.64(A)(2)



8. Any other purchases made without prior approval and authorization by the Department Head and/or Township Administrator, as applicable;

## **9.0 PURCHASING CARD ACCOUNT SPENDING LIMITS <sup>8</sup>**

The following spending limits shall be established for all Fairfield Township Purchasing Card and/or Virtual Purchasing Card accounts, unless otherwise noted:

- A. Per Diem Limit. The maximum daily (“Per Diem”) limit for any single purchase or transaction shall not exceed \$1,500.00 per day, per transaction. The Township Fiscal Officer may authorize an increase in the Per Diem limit for individual transactions, provided such authorization is obtained in writing from the Fiscal Officer prior to the completion of the purchase.
- B. Monthly Limit. The Monthly Purchase Limit for each Department-Issued Purchasing Card shall not exceed \$10,000.00, unless otherwise specifically approved in writing by the Township Fiscal Officer.

## **10.0 GENERAL TRANSACTION RULES <sup>9</sup>**

Authorized Users, appointees, employees, and/or designees shall be required to adhere to the following rules when utilizing Township-issued Purchasing Cards and/or Virtual Purchasing Cards in the process of completing transactions:

- A. Single Transaction Required. The total value of any single transaction shall not exceed a Cardholder’s single Per Diem limit purchase limit defined in this Policy unless otherwise authorized pursuant to Section 6.0(A) of this Policy. Splitting of payment for a purchase into multiple transactions to stay within the single purchase Per Diem Limit shall be strictly prohibited.
- B. Identification Required. The Authorized User shall present proper identification at the time of purchase, if applicable, identifying him/herself as a Fairfield Township employee or representative, and to ensure that any pre-negotiated or promotional pricing is secured.
- C. No Cash Back. No cash back for returns shall be permitted. All returns shall be demonstrated as a credit to the Card amount and shall be documented with the appropriate itemized receipt.
- D. Sales Tax Exemption Required. It shall be the primary responsibility of the Authorized User, appointee, employee, or designee, to ensure that the required sales tax exemption forms are provided at the point of sale to the vendor, and that no sales tax is charged at the point of sale. Sales Tax Exemption forms shall be obtained from the Fiscal Officer or his/her designee prior to purchasing.
- E. Itemized Transaction Receipt. The Authorized User, appointee, employee, or designee shall be responsible for obtaining an itemized transaction at the time of purchase, with sufficient detail to indicate the item or items purchased and the aggregate cost charged to the card. Failure to obtain a receipt shall be a violation of this Policy. The Authorized User, or their appointee, employee, or designee procuring the Purchasing Card or Virtual Purchasing Card,

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<sup>8</sup> Complies with ORC § 9.21(A)(6), 505.64(A)(6)

<sup>9</sup> Complies with ORC § 9.21(A)(3), 505.64(A)(3)

as applicable, shall be liable in person and upon any official bond that the Authorized User, appointee, or designee has given to the Township to reimburse the Township Treasury in the amount for which the Authorized User, appointee, employee, or designee does not provide itemized receipts in accordance with the requirements specified within this Policy.

#### **11.0 MAKING A PURCHASE <sup>10</sup>**

An Authorized User, appointee, employee, or designee shall utilize the following process when making a purchase using a Fairfield Township Purchasing Card or Virtual Purchasing Card, as applicable:

1. Determine that the Township-issued Purchasing Card is the appropriate purchasing tool (versus a purchase order). Ask the Department Supervisor responsible for the specific department-issued card that the expense will be charged to, and/or the Township Administrator if uncertain.
2. Call or visit the merchant of choice (as appropriate).
3. Select or order the desired merchandise.
4. Identify yourself as a Fairfield Township representative to ensure negotiated prices are charged.
5. Tell the merchant the sale is considered **not taxable**, so that sales tax is not charged at the point of sale. Furnish appropriate Tax Exemption Form provided by Fiscal Office to the Vendor, either electronically or in person.
6. Give the Township's business address as the shipping address. The receipt will be needed for reconciliation.
7. Obtain an itemized receipt (even if the purchase is made by phone, internet, or fax). Charge/credit slips that do not itemize are inadequate documentation.
8. If delivery instructions are needed, the Authorized User, appointee, employee, or designee should give his/her business address.

The Authorized User, appointee, employee, or designee Instruct the merchant that the Purchasing Card number is not to be displayed anywhere on the outside of the package so the account number remains confidential.

#### **12.0 RECEIVING MERCHANDISE <sup>11</sup>**

An Authorized User, appointee, employee, or designee shall observe the following process when receiving merchandise purchased utilizing a Township Purchasing Card and/or Virtual Purchasing Card:

1. Upon receipt of a Purchasing Card-related package, the Authorized User, appointee, employee, or designee must verify that the shipment is correct. If not, the Authorized User, appointee, employee, or designee should notify the merchant directly for resolution, and shall further confirm the status of the order with the

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<sup>10</sup> Complies with ORC §9.21(A)(3), 505.64(A)(3)

<sup>11</sup> Complies with ORC §9.21(A)(3), 505.64(A)(3)

Department Supervisor.

2. Retain the merchant's original itemized sales/credit receipt and submit to the Department Supervisor responsible for final authorization and reconciliation of the monthly Purchasing Card statement.

### **13.0 RETURNING MERCHANDISE <sup>12</sup>**

An Authorized User, appointee, employee, or designee shall observe the following process when receiving merchandise purchased utilizing a Township Purchasing Card and/or Virtual Purchasing Card:

1. Contact the merchant for return procedures and to determine if any restocking fee, return shipping fee, or other applicable fees will be charged. Such fees must be documented in writing.
2. The Authorized User, appointee, employee, or designee should pack the merchandise securely (original packing materials are preferable). If adequate packing materials are unavailable, an additional charge may be assessed.
3. Label the package according to the instructions given by the merchant.
4. Retain a copy of any documentation sent to the merchant.
5. All refund receipts and/or documentation must be submitted to the Department Supervisor responsible for final authorization and reconciliation of the monthly Purchasing Card statement.

Depending on the value of the merchandise being returned, it may be necessary to place additional insurance on the package beyond the carrier's routine insured value. Any such charge should be noted on the itemized receipt.

### **14.0 RECONCILIATION PROCESS <sup>13</sup>**

An Authorized User, appointee, employee, or designee shall be responsible for furnishing itemized receipts for any and all purchases made utilizing the Purchasing Card or Virtual Purchasing Card. Itemized receipts shall be submitted to the Department Supervisor promptly, in order to allow the Department Supervisor to:

1. Document and approve the specific purchase; and
2. Assure timely reconciliation of the monthly Purchasing Card statement.

The Township Fiscal Officer will receive a memo statement directly from the Card Issuer. The Fiscal Officer or his/her designee will forward the memo statement to the Department Supervisor for reconciliation of the Purchasing Card account. In order to complete the reconciliation, the Department Supervisor shall:

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<sup>12</sup> Complies with ORC §9.21(A)(3) and 505.64(A)(3)

<sup>13</sup> Complies with ORC §9.21(A)(4), 505.64(A)(4)

1. Review and approve the Memo Statement and each transaction listed thereon and check for vendor accuracy, purpose, and amount.
2. Verify the vendor, transaction date, amount, and date of order/processing, and compare that to receipts submitted for all purchases for the then-current month.
3. Attach supporting itemized sales/credit receipts (originals) to the statement corresponding with the card or cards assigned the specific Department, previously compiled and collected throughout the then-current month, from Authorized Users,
4. Attach any documentation relative to credits or refunds listed on the Memo statement.
5. Note specifically if any charges listed are disputed pursuant to Section 7.2 herein, and attach the appropriate dispute reporting information required and established in this policy manual.
6. Complete the reconciliation.
7. Forward the approved reconciliation and the accompanying, itemized receipts to the Township Fiscal Office. This will allow prompt payment to the Card Issuer.

**15.0 CARD ISSUER PAYMENT**

The Fairfield Township Fiscal Officer or his/her designee will make one payment monthly to the Card Issuer for the total amount due. Disputed items will be demonstrated as a credit on the following monthly statement.

**16.0 DISPUTED TRANSACTIONS <sup>14</sup>**

An incorrect, unrecognized, or questioned transaction may be disputed. If a transaction needs to be placed in dispute, the Department Supervisor will be responsible for initiating the dispute during the process of completing the monthly reconciliation for submittal to the Fiscal Office.

- A. In the event that the Department Supervisor initiates a dispute, the Department Supervisor shall complete the following steps, in consultation with the Fiscal Office:
1. Complete a written report detailing the disputed claim in the form or report format agreed to and established by the Fiscal Office and/or the lending institution. Such report shall indicate whether the charge is to be in error, fraudulent, or other such details reasonably necessary to document the nature of the dispute.
  2. The Department Supervisor may conduct or may otherwise request an investigation into the disputed charge, in order to meet reporting requirements for disputing a transaction.
  3. The Department Supervisor shall send a completed report and any results of any subsequent investigation to the Township Administrator and/or Fiscal Office for review.

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<sup>14</sup> Complies with ORC § 9.21

4. The Fiscal Office may coordinate the investigation or processing of a disputed transaction with the Card Issuer and the Department Supervisor, as applicable. The Department Supervisor shall be responsible for verifying the refunded amount on the applicable statement or statements thereafter and upon conclusion of the investigation into the disputed transaction. In the event that a disputed transaction is not successfully resolved, such event shall be reported to the Township Administrator.
5. The Card Issuer may conduct a separate investigation regarding the disputed transaction. While the investigation is ongoing, a temporary reversal of the transaction (charge or credit, as appropriate) may be issued to the applicable Purchasing Card account. Upon completion of the investigation, the Cardholder is notified of the resolution. If the dispute is not settled in the Cardholder's favor, the transaction will be re-posted to the Cardholder's account.

**17.0 UNAUTHORIZED PURCHASES <sup>15</sup>**

An Authorized User, appointee, employee, or designee who makes unauthorized purchases or intentionally misuses the credit card will be personally liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank in connection with the misuse. The Authorized User, appointee, employee, or designee will also be subject to disciplinary action up to and including termination, as well as criminal prosecution for theft in office.

**18.0 LOST OR STOLEN CARDS <sup>16</sup>**

If a Purchasing Card is lost or stolen, the Authorized User, appointee, employee, or designee responsible for the lost card shall timely report the lost or stolen card to their Department Supervisor, the Fiscal Officer or his/her designee, and/or Township Administrator. The Fiscal Officer or his designee shall then contact the lending institution immediately at the contact number provided for the Card Issuer. The Fiscal Officer or his designee shall be authorized to request that lost or stolen cards be reissued or replaced on an "as needed" basis.

**19.0 CARDHOLDER TERMINATION <sup>17</sup>**

The Purchasing Card is the property of lending institution; therefore, at termination it must be surrendered to the Township Administrator, so it can be forwarded to the Bank. A final, approved reconciliation and supporting receipts should also accompany the card.

## **Fairfield Township Employee Acknowledgement Receipt of Purchasing Card Policy**

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<sup>15</sup> Complies with ORC § 9.21(A)(7), 505.64(A)(7)

<sup>16</sup> Complies with ORC § 9.21(A)(5), 505.64(A)(5)

<sup>17</sup> Complies with ORC § 9.21(A)(5), 505.64(A)(5)

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the *Fairfield Township Purchasing Card Policy*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Fairfield Township, Butler County, Ohio*.

I further acknowledge and agree that I understand that the intentional misuse of a Purchasing Card for unauthorized and/or personal expenditures will result in my being held personally liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank in connection with the misuse. I also understand and acknowledge that I will be subject to disciplinary action up to and including termination, as well as criminal prosecution for theft in office.

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Signature

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Date

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Print Name

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Department/Agency

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