

Sponsor: Ellen J. Ondeca

RESOLUTION NO. 23-18

A RESOLUTION APPROVING AND ADOPTING A CREDIT CARD POLICY IN ACCORDANCE WITH OHIO REVISED CODE SECTION 9.21.

WHEREAS, the legislative authority of the City, in compliance with ORC section 9.21 has determined it to be necessary for the City to adopt a policy for the use of credit cards held by the City by the various of officers and employees of the City, to be in place no later than February 2, 2019; and

WHEREAS, the City of Jackson has prepared a Credit Card policy, a copy of which is attached hereto and incorporated by reference herein, that provides the procedures desired by the City and which is adopted by this Resolution; and

WHEREAS, the legislative authority directs the City Auditor to review the policy from time to time and to remove from the policy those persons that may no longer be employed by the City and to add as an authorized user, pursuant to the policy, those new employees that will in the future hold those positions within the City as set forth therein; and

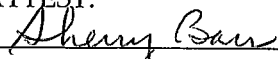
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF JACKSON THAT THE CREDIT CARD POLICY IS HEREBY ADOPTED AS THE POLICY OF THE CITY REGARDING THE METHODS, POLICIES, AND PROCEDURES REQUIRED FOR THE USE OF CREDIT CARDS OF THE CITY.

It is hereby found and determined that all formal acts of this council concerning and relating to adoption of this resolution were adopted in an open meeting of this council and that the deliberations of the council and any of its committees resulted in such formal action, were in meeting open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

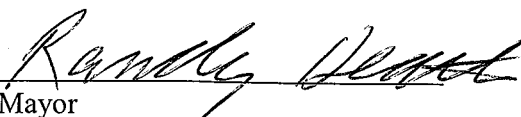
PASSED AND ADOPTED by the Legislative Authority of the Political Subdivision on this 10th day of December, 2018.


President

ATTEST:


Clerk of the Legislative Authority

Approved this 10th day of December, 2018.


Mayor

**CITY OF JACKSON
CREDIT CARD – USER AGREEMENT**

EFFECTIVE 10/22/18

INTRODUCTION

The City of Jackson, Ohio (the City) has credit cards that may be used for purchases benefitting the City and the City's authorized users by allowing purchases to be made from vendors for goods and services that are not available through other procurement means or from other vendors. Use of credit cards is not intended to circumvent the general purchasing procedures required by State law or local policies.

POLICY

Usage of the City's credit card is allowed at the discretion of the City Auditor to current employees who are granted City purchasing authority. Delegation of City purchasing authority governs the use of the credit card as a tool for purchasing materials and services from vendors who will not accept purchase orders or for purchases made through the City's Amazon account. All goods and services purchased by the City should be acquired through credit extended by the City's vendors to the City whenever possible and paid through purchase orders and an approved invoice within the agreed credit terms of the vendor.

ALL purchases made or orders placed using a City credit card must have a purchase order in place for that expenditure prior to making the purchase. The use of the credit card does not justify the payment of any sales taxes for which the City is exempt. As in all other purchases, the merchant shall be given a copy of the City's state tax exemption certificate and state tax shall not be charged. This is also applicable to all telephone and internet orders. If sales tax is charged on a purchase, the purchaser must contact the vendor and request that the sales tax be refunded to the credit card with the appropriate supporting documents as soon as possible.

The card user agrees to comply with all applicable City policies and procedures and this agreement.

COMPLIANCE WITH POLICY, VIOLATIONS AND CONSEQUENCES

Purchases made under this credit card policy and agreement shall comply with all other current City of Jackson purchasing policies.

Card user violations of this agreement or of any policy regarding the purchasing of goods or services will be investigated and may result in any or all of the following actions, but not limited to: written warning, revocation of credit card purchasing privileges, cancellation of delegation of purchasing authority, disciplinary action, termination and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation of this agreement.

The City Auditor and/or Service Director or designees have the authority to investigate and to determine whether a violation of the purchasing or credit card policy has occurred and if so to then determine action deemed most appropriate pursuant to applicable local/state/federal laws and/or City policy upon consultation with the City's Attorney.

Examples of violations of credit card usage include but are not limited to:

- Purchase of items for personal use
- Use of the credit card for cash advances
- Exceeding the credit card account credit line limit
- Failure to return the credit card when card user is reassigned, terminated or upon request
- Sharing the credit card or card account number with unauthorized users
- Purchases of alcoholic beverages or tobacco

- If credit card is used to secure lodging for a City employee, charges for anything other than the room and applicable taxes and fees
- Charges for entertainment and/or gambling

OWNERSHIP AND CANCELLATION OF CREDIT CARDS

The credit card remains the property of the issuing company and may not be transferred to, assigned to, or used by anyone other than an authorized user of the City. Users of the credit card are accountable for the activity on the card. The issuer or the City may suspend or cancel user privileges at any time for any reason. If the user is in possession of a card, the user will surrender the credit card upon request to the City or to any authorized agent of the issuer.

RECEIPTS

It is the responsibility of each credit card user to obtain detailed itemized transaction receipts from the merchant each time the credit card is used, including telephone and internet charges. Failure to provide the required documentation for payment processing may subject the user to loss of credit card privileges and may cause the amount charged to be classified as a personal purchase by the card user and that amount may be deducted from the user's next paycheck from the City, including interest and any late fees directly pertaining to missing documentation.

Failure to provide appropriate receipts and required documentation timely for payment processing will subject the purchasing department to finance charges on that amount.

DISPUTED ITEMS

It is each user's responsibility to follow up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

SAFEGUARDING AN ISSUED CREDIT CARD

An issued credit card or card account number should always be treated with utmost care and should be kept in a secure location and protected from misuse by unauthorized users. When using the credit card for internet purchases, users should ensure that the site utilizes industry recognized encryption transmission tools. If an authorized user suspects any unusual activity with the use of their card it should be immediately reported to the City Auditor's Office.

LOST OR STOLEN CREDIT CARDS

If a credit card is lost or stolen, contact the City Auditor's Office immediately, who will make contact with the issuer and take appropriate steps to protect the account from unauthorized purchases.

AUTHORIZATION

City employees must receive approval from the City Auditor or his designee to have permission to use the City's credit card. The credit card may be used only by City authorized users who have authority to purchase goods and services on behalf of the City. Each user is responsible for ensuring and safeguarding the credit card information and/or account number.

RESPONSIBILITIES, include but are not limited to:

- Purchasing items for the City of Jackson business only and for items that constitute a legitimate public purpose
- Never lending or sharing the credit card or account number with unauthorized users
- Purchasing only goods and services that have received prior authorization through following of the City's requisition process and which are in accordance with the City's purchasing policy
- Knowing the credit card limitations and restrictions as provided by the City Auditor's Office
- Returning the credit card to the City Auditor's Office as appropriate

By signing below, I agree to all terms and conditions of this agreement.

Signature (Authorized User)

Date

Signature (City Auditor)

Date

**CITY OF JACKSON
CREDIT CARD POLICY**

EFFECTIVE 10/22/18

1. At the discretion and authorization of the City Auditor, the City of Jackson may have the need for use of a credit card to make purchases with vendors who either can't or won't accept a purchase order. Use of credit cards is not intended to circumvent the general purchasing procedures required by State law or local policies.
2. Currently the City has 2 credit cards:
 - a. Issuer: WesBanco
 - i. Credit limit : \$5,000.00
 - ii. Card issued to: City of Jackson, Wendy Sexton
 - iii. Card kept in safe in City Auditor's Office
 - iv. Primarily used for online purchases and securing lodging/accommodations for City employees while traveling. If outside of the office use is required the card would be signed out/in on sign in sheet in safe of City Auditor's Office.
 - b. Issuer: Tractor Supply Co.
 - i. Credit limit: \$3,750.00
 - ii. Card issued to: City of Jackson
 - iii. Card is kept in safe in City Auditor's Office. Currently only Steve Riegel, Water Distribution/WW Collection Supervisor is the authorized user for this card.
 - iv. Tractor Supply wouldn't accept a purchase order for the City and required we open up an account with them so we opened up an account and had them issue 1 card. They sell items that may be necessary when conducting day to day business and when making repairs that either weren't sold elsewhere in town or they had the item cheaper which made the card for this account necessary and reasonable.
3. The City does not and will not permit the use of a debit card and trying to use any City credit card as such is a violation of the user agreement subject to consequences contained therein. **NO CASH ADVANCES – NO EXCEPTIONS.**
4. City credit cards will not have or participate in any cash back, points or rewards program associated with using the card or for the volume of purchases made with the card.
5. The City Auditor and his designee will have access to the issuer's online account system to review purchases made and to make online payments to the credit card account and then post to the City's accounting system if applicable. Payments to the credit card account can/will be paid throughout the month as voucher packets are turned in.
6. The City has an Amazon business account to **ONLY** be used for purchases which are in accordance with the City's purchasing and invoice payment policies, legitimate governmental business expenditures and for a proper public purpose. The following are listed as authorized purchaser's within the Amazon account:

a. Harley (Tom) Woltz	Electric Dept. Supervisor
b. Karen Young	Utility Office Supervisor
c. Maria Uribe	Interim Police Chief
d. Megan Malone	Lillian Jones Museum Director
e. Pam Bowling	Mechanic Dept/WW Plant Office Admin
f. Robin Poetker	Cemetery/Admin Services Supervisor
g. Ron Aldrich	Water Plant Supervisor
h. Roy Hatten	Garbage/Street & Alley Supervisor
i. Steve Riegel	Water Dist/WW Collection Supervisor
j. Wendy Sexton	Deputy Auditor
k. Dave Channell	Fire Chief