

Record of Resolution

Resolution No.:2016-05

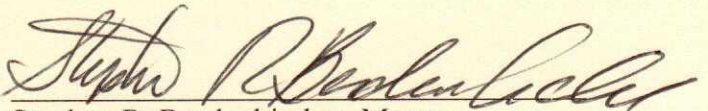
Passed: February 22, 2016

A RESOLUTION REGARDING CREDIT CARD USE

BE IT RESOLVED by the Council of the Village of West Lafayette, State of Ohio, as follows:

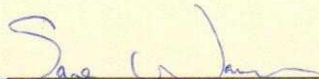
SECTION I: That all usage of the Village credit card will be governed by the policy and forms attached hereto.

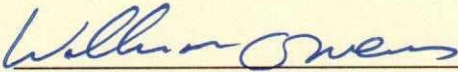
SECTION II: That this Resolution shall be declared an emergency for necessity of health, safety and welfare of the citizens of West Lafayette, Ohio and shall be effective upon passage and signing by the mayor.


Stephen R. Bordenkircher, Mayor

Attest:

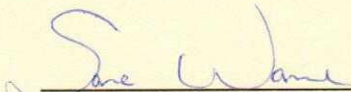
APPROVED AS TO FORM:


Sara Warne, Fiscal Officer


William M. Owens, Solicitor for the Village
of West Lafayette, Ohio

CERTIFICATE OF POSTING

The foregoing Resolution was posted according to law this 24th day of February, 2016


Fiscal Officer

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VILLAGE OF WEST LAFAYETTE PURCHASING CARD POLICY

Overview

The Village's credit card is for use in purchasing merchandise and services for the Village of West Lafayette. It may be used at stores, by phone, by mail, by fax or over the internet.

The Fiscal Officer, with the concurrence of the Village Council, is responsible for issuing a credit card.

The individual is responsible for the credit card bearing his or her name (cardholder). However, the credit card is the property of the Village of West Lafayette.

It is the responsibility of the individual to whom the credit card is issued to report lost or stolen cards to the Fiscal Officer immediately (740-545-6541). Immediately is defined as: The moment the cardholder realizes the credit card is lost or stolen. If the Fiscal Officer is unavailable, the cardholder must call and notify the financial institution issuing the card at (800-346-5538) of the lost or stolen card.

Once notified, the Fiscal Officer is required to immediately notify the financial institution issuing the card of the lost or stolen card.

Card Activity Limits

All credit cards issued by the Village of West Lafayette are subject to the Village's overall credit limit. Individual cards are subject to specific credit limits under that overall credit limit.

Per-transaction limits: Transactions of more than \$250 require approval from one of the following: Fiscal Officer, Village Administrator or Chief of Police.

A purchase order is required prior to the initiation of each transaction. If an emergency or unable to get purchase order prior to transaction, a purchase order must be made as soon as possible. If purchase order is requested after the transaction, a "then and now purchase order" must be requested.

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Purchasing Guidelines

Passed: February 22, 2016

The following guidelines have been adapted specifically for the Village's credit cards.

1. The credit card is only to be used for Village-related purchases. Personal items must never be purchased using the Village's credit card.
2. Effort must be made to determine the local, best purchase price for any item.
3. Exception to guideline #2 – Items under Village contract must be purchased in accordance with the relevant contract; at the contract vendor, at the contract price.
4. The credit card may never be used for the following disapproved items:
 - Alcoholic beverages
 - Automotive gasoline – except when out-of-town on Village business
 - Tobacco products
 - Financial Services – including ATM/cash machine access
 - Adult products and services
 - Items for personal use
5. All documentation for credit card purchases must be given to the Fiscal Officer within 3 business days of a purchase or receipt of merchandise. In the event documentation is lost or destroyed a Lack of Documentation Waiver Statement must be submitted to the Fiscal Officer within 3 business days.

Documentation

By law, the Village of West Lafayette is required to keep supporting documentation for all disbursements. Transaction documentation fulfills this requirement for credit card purchases.

In most cases, a sales receipt is sufficient documentation. For mail, phone, fax, or internet orders a packing slip or order form may be submitted. All documentation must be itemized and include itemized price information.

If no documentation is present or if the documentation is unacceptable, the Fiscal Officer must require the credit card holder to complete a Lack-of-Documents Waiver Statement.

If acceptable documentation is not received, the credit card holder may be held responsible for reimbursing the Village for the undocumented purchase.

Taking Care of the Credit Card

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Credit cards are to be carefully protected. Credit cards may not be kept in a place or manner which would facilitate unauthorized access. Account numbers should not be displayed in an obvious place. Account numbers and expiration dates should be given only to vendors.

Credit cards must be returned to the Village immediately upon request. The credit card must also be turned in when an individual stops working for the Village. The Fiscal Officer will immediately cancel and destroy the card.

Card Holder Agreement

It is the responsibility of the card holder who he/she gives authorization to for any transactions on his/her card.

Credit cards are only loaned to a village employee with the approval of the card holder or supervisor or Fiscal Officer.

I have read the above Credit Card Policy and agree to abide by all terms, conditions and requirements of the policy.

Violation of this policy may result in disciplinary action and up to and including termination.

Signature-

Date

Fiscal Officer

Date

VILLAGE OF WEST LAFAYETTE

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CREDIT CARD PROGRAM LACK-OF-DOCUMENTATION WAIVER STATEMENT

I, _____ acknowledge that I am unable to submit
(print name)

acceptable documentation for the credit card transaction made at

_____ on _____ for \$ _____.
(vendor) (date) (amount)

Please describe the purchase:

I certify that the above referenced transaction was a proper use of my Village of
West Lafayette Credit Card and was consistent with all applicable Village
policies.

Signature

Date

Supervisor

Date