

Sponsor: Interim Manager Donna Pope

First Reading:	January 28, 2019
Second Reading:	January 28, 2019
Third Reading:	Suspend, 2019
Adopted:	January 28, 2019

**VILLAGE OF LINCOLN HEIGHTS
HAMILTON COUNTY, OHIO
RESOLUTION NO. 2019-R-6**

**A RESOLUTION REAFFIRMING THE VILLAGE'S
CREDIT CARD USE POLICY**

WHEREAS, The Village of Lincoln Heights did previously adopt an internal policy governing the use of credit cards, which policy was developed by the Administration, including the Village Fiscal Officer;

WHEREAS, Said policy was reviewed by Ryan Holiday from the State Auditor's Office;

WHEREAS, despite having an active policy in place for more than six months, the State of Ohio has mandated under R.C. § 9.21 that such policy be adopted by the Council; and

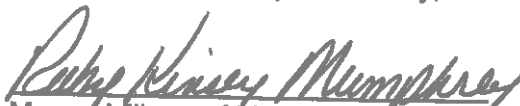
WHEREAS, Council by this Resolution is reaffirming the previously approved and adopted policy to meet State mandates.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Lincoln Heights, Hamilton County, Ohio, that:

SECTION I. The credit card use policy attached hereto as **Exhibit A**, previously adopted by and implemented by the Administration in July 2018 is hereby ratified and reaffirmed.

SECTION II. This Resolution is hereby declared to be an emergency measure necessary for the health, safety and general welfare of the Village of Lincoln Heights. Specifically, the aforementioned is necessary to ratify and reaffirm the credit card use policy before the state-mandated deadline of February 2, 2019.

PASSED this 28, day of January, 2019.



Mayor, Village of Lincoln Heights

Attested:



Clerk of Council

RECORD OF VOTES CAST

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor Ruby Kinsey-Mumphrey	X	—	—	—
Vice Mayor Jeannie Stinson	X	—	—	—
Phyllis Baber	—	—	—	X
Linda Childs-Jeter	X	—	—	—
Daronce Daniels	X	—	—	—
Kathy Goodwin-Williams	X	—	—	—
LaVerne Mitchell	—	X	—	—

CERTIFICATION OF PUBLICATION

I hereby certify that I have published the foregoing legislation beginning on January 28, 2019 in accordance with Section 2.12 of the Charter for the Village of Lincoln Heights, Hamilton County, Ohio, by posting a complete copy of the legislation for at least 14 days after its adoption in 5 conspicuous places in the Village, to wit: 1) Healthcare Connection; 2) Seven Hills Seniors; 3) Friendship Plaza; 4) Centennial Apartments; and 5) Oak Park.

Rita Watson

Clerk of Council

EXHIBIT A



Policies and Procedures

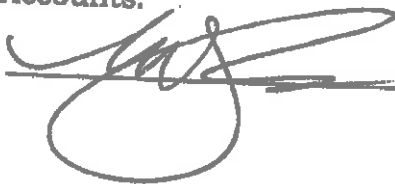
Employee Use of Company Credit Card or Charge Accounts

1. **Purchase Requisition** - The Employee must provide a Purchase Requisition prior to the use of a Company Credit Card or Charge Account.
2. **Employee Agreement** - The Employee must sign an agreement acknowledging he/she has read and understands the policies and procedures governing the use of a Company Credit Card or Charge Account.
3. **Restricted Use** - The use of a Company Credit Card or Charge Account is subject to the following restrictions:
 - No personal or private expenditure shall be charged to a Company Account.
 - No regular operating expense (e.g. monthly telephone bills, internet agreement, etc.) shall be charged to a Credit Card.
 - Each expense charged must be accompanied by the actual itemized receipt and brief explanation. (For example, if the expense is for meals or food, note on the receipt if it was for a luncheon meeting and how many meals were included on the bill). In other words, each expense should have the same type of documentation that you would include on a request for reimbursement.
 - An expense in excess of \$500 should be pre-approved. Capital Purchases should never be charged to a Credit Card.
 - Travel expenses (e.g. airfare, hotel rooms, conference registrations) should be submitted to payment via a Purchase Order or Expense Reimbursement whenever possible. In the exceptional case when a Credit Card is used for such expenses, the conference and travel expense should be pre-approved by the appropriate authority.

- Documentation of each expense shall be submitted as soon as possible, and no later than ten (10) days from the date of purchase.
 - No cash advances will be permitted on a Company Credit Card.
4. Card Payments -- Payments, late fees and interest related to unauthorized or undocumented charges shall be the responsibility of the Employee.
 5. Violations of the Village of Lincoln Heights, OH Credit Policy shall result in disciplinary action, including termination of employment or prosecution.

I D.O. Peterson have read, understand and agree to comply with the proceeding provisions on the use of Company Credit Cards or Charge Accounts.

Signature:



Date: 16 July 18