

Freedom Township, Portage County, Ohio

Credit Card Policy

I. Purpose

To ensure Credit Card(s) are being used appropriately by authorized cardholder(s) of Freedom Township, Portage County, Ohio.

II. Policy

Freedom Township Board of Trustees may authorize and issue credit cards with intended purpose to support the Freedom Township organization. Credit card users must be bonded.

The card program carries Township, not individual, liability. The cardholder's personal credit history is not impacted in any way, and credit checks are not done on individual cardholders.

III. Procedures

- A. The use of Freedom Township credit cards shall be solely for the purpose authorized by the Freedom Township Board of Trustees. The cardholders shall maintain security of credit card(s) at all times.
 - 1. Credit cards shall be issued in the names of the current Freedom Township Fiscal Officer and the current Freedom Township Trustees.
 - 2. A signed and itemized receipt for each credit card purchase is to be submitted to the Freedom Township Fiscal Officer as soon as possible after a purchase is made.
- B. The credit card may be used only for official purchases and Freedom Township Business. No employee may use a Freedom Township Credit Card for any use prohibited by any Freedom policy; or for any personal purpose, expense or purchase. It is not possible to create an all-encompassing list of all prohibited uses for a Freedom Township credit card.
 - 1. Expenditures which are strictly prohibited include alcoholic beverages, personal services, entertainment and cash advances.
- C. Use of the Freedom Township credit card(s) are the same as using any Freedom Township fund. Cardholders/employees shall exercise common sense and caution required for any use of Freedom Township funds.
 - 1. Spending limits for all employees are the same as limits set for expenditures as approved by the Freedom Township Board of Trustees. The total credit card limit of combined cards will not exceed \$5,000, with allowed amount for each card not to exceed \$1,250.00.00
 - 2. Spending limits for elected officials are as follows: Trustees \$500.00 per day and Fiscal Officer \$500.00 per day.
- D. The debt incurred as a result of the use of a Freedom Township credit card shall be paid from moneys appropriated by the Freedom Township Board of Trustees for such expenses. The credit card statement and all itemized receipts shall be maintained with

the payment voucher until audited or as long as required by the records retention policy.

- E. Unauthorized use of a Freedom Township credit card may constitute an offense under the criminal laws of the State of Ohio and may be prosecuted accordingly.
 - 1. Any unauthorized expenditures shall be repaid by the employee within 14 days of notification.
 - a. If the unauthorized expenditure is not repaid within 14 days, it shall be presented to the Ohio Attorney General for collections and the employee shall be immediately terminated.
 - 2. A second unauthorized expenditure by any employee will result in immediate termination.
- F. Freedom Township may participate in rewards cards, loyalty programs and other similar incentives.
 - 1. Participation in these types of programs shall solely benefit Freedom Township.
 - 2. Participation in these types of programs shall not be used by Freedom Township Employees for personal benefit.
 - 3. The Fiscal Officer and Trustees will monitor the program periodically to determine that the programs and the rewards are being used solely for the benefit of Freedom Township.
- G. The cardholders will be held liable and responsible in the unauthorized use of the credit card.

IV. **LOST OR STOLEN CARDS.** If the card is lost or stolen, the cardholder must notify the card issuer immediately. Upon receipt of the phone call, further use of the card will be blocked. Prompt action will reduce the liability for fraudulent charges. The date and time of the call for lost or stolen card will be documented with the Fiscal Officer.

SUSPENSION OR CANCELLATION OF CARD. Cardholders who terminate their employment with Freedom Township must surrender their card immediately. Intentional use of the card for personal purchases or for purchases made in violation of Freedom Township policy will result in card cancellation and possible prosecution.

Jeffrey Derthick, Trustee: _____

Tom Mesaros, Trustee: _____

Charlene Walker, Trustee: _____

Tony VanSteenberg, Road Supervisor: _____

Motion: 06.02.22.06

Certified by Fiscal Officer, Jennifer Derthick: _____