

VILLAGE OF HAMERSVILLE
ORDINANCE# 05 2024-05

**ORDINANCE ESTABLISHING A VILLAGE CREDIT CARD POLICY
FOR THE VILLAGE OF HAMERSVILLE AND DECLARING THE SAME AN EMERGENCY**

WHEREAS, the Village of Hamersville Council feels that it is necessary to have a village credit card policy in place for the Village of Hamersville.

Be it ordained by the Council of the Village of Hamersville, State of Ohio, three-fourths of the members thereof concurring:

(A) Credit cards are for use only when purchase orders are not accepted by the vendor or to facilitate out of town travel on village business by employees or officials.

(B) The Fiscal Officer is hereby designated as responsible for all credit card issues, including issuing to employees, collecting receipts, monitoring statements to compare to receipts, and reporting lost or stolen cards. The Fiscal Officer and the Mayor shall monitor the use of village credit cards. The Finance Committee chairman shall review all credit card activity. Only cards with no annual fees will be acquired, and all accounts shall be paid within the grace period so no interest is paid. All credit cards shall be issued in the name of the village unless an individual must be designated.

(C) Credit cards may only be used for village purchases. Personal use, even if reimbursed, is never permitted. Cash advances are never permitted.

(D) Lost or stolen credit cards must be reported immediately by the employee to the Fiscal Officer, who shall report to the issuer as soon as possible. Any cash back, discounts, coupons, bonuses or other benefits derived based upon use of the credit card belongs to the village, not to the employee.

(E) Any violation of this policy is a basis for discipline up to and including termination and restitution if necessary.

Adopted this 17 day of April, 2024.

Attest:

Mayor Justin Jones

Fiscal Officer