



**Perrysburg Township**, *Established 1823*  
26609 Lime City Road Perrysburg, Ohio 43551  
Phone: 419.872.8861 Fax: 419.872.8889  
[www.perrysburgtownship.us](http://www.perrysburgtownship.us)

## **RESOLUTION 2013-15**

### Credit Card Policy

The Board of Trustees of Perrysburg Township, Wood County, Ohio met at a regular meeting of the Board, on October 9, 2013; whereupon the following was placed in consideration on the regular agenda of the Board:

**WHEREAS**, it is in the best interest of Perrysburg Township to establish a Township credit card policy; now therefore,

**NOW THEREFORE, IT IS HEREBY RESOLVED**, by the Board of Trustees of Perrysburg Township, who voted as certified below, to establish the following as the policy of the Township regarding credit card use:

#### **PERRYSBURG TOWNSHIP CREDIT CARD POLICY:**

##### **I. SCOPE:**

This policy applies to every person authorized to possess and/or use a credit card issued by the Township.

##### **II. PURPOSE:**

To provide a consistent understanding for the use of Township credit cards by authorized persons.

##### **III. POLICY:**

A. Only the Board of Trustees may authorize a person to use a Township credit card.

B. Use of Township credit cards shall be solely for those purposes authorized by the Trustees. Generally, authorized purposes are for the purchase of goods or services for Township use and the previously authorized expenses of persons engaged in Township official business.

C. No person may use a Township credit card for any use prohibited by any Township policy or practice; or for any personal purpose, expense or purchase. It is not possible to create a list of all prohibited uses for a Township credit card. Use of a Township credit card is the same as using any Township funds. Users should exercise the same procedures, common sense and caution required for any use of Township funds. (For example: conference/meal expenses while on official business may be a legitimate use of a Township credit card, however, Township policy prohibits the purchase of alcoholic beverages with Township funds, including

use a Township credit card.)

D. The debt incurred as a result of the use of a Township credit card pursuant to this policy shall be paid from moneys appropriated by the Board of Township Trustees for such expenses.

E. In the event of unauthorized use of a Township credit card, the individual responsible shall be liable in person and upon any official bond any official or employee has given to the Township. The Township Law Director and/or the county prosecuting attorney shall recover the amount of any unauthorized expenses incurred by such person and all costs and fees of recovery.

F. A person who is issued a Township credit card, who suspects the loss, theft or possible unauthorized use of the credit card, shall immediately notify the Township clerk of the suspected loss, theft or possible unauthorized use by verbal notice, with a written incident report as soon as practical following the verbal notice. The person reporting the loss, theft or possible unauthorized use will take all appropriate legal action requested or required, including, but not limited to: filing police reports, giving sworn statements, etc.

G. The person to whom such card was issued may, at the discretion of the Trustees, be held liable in person and upon any official bond given to the Township, for any amount of actual loss incurred by the Township as a result of the loss, theft or unauthorized use of the card.

H. Unauthorized use of a Township credit card may constitute an offense under the criminal laws of the State of Ohio and will be prosecuted accordingly.

#### **IV. RESPONSIBILITY:**

A. Any person using a credit card held by the Township is responsible for adhering to this **TOWNSHIP CREDIT CARD POLICY**.

B. All department heads are responsible to ensure that personnel under their supervision are adequately trained, fully understand and comply with this Policy.

C. All Township issued credit cards remain the property of the Township. Any person having possession of a Township issued credit card shall immediately deliver such card to the Township Fiscal Officer upon the direction of the Trustees or upon leaving Township employment.

#### **V. PROCEDURE:**

A. Only the Board of Township Trustees may adopt policies to authorize the use of Township credit cards. Authorization for the use of a Township credit card is based on the sole discretion of the Board of Trustees.

B. This Policy supersedes any previously issued policy or writing regarding Township credit cards.

**BE IT FURTHER RESOLVED**, that it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board and that all deliberations of this Board that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including §121.22 of the Revised Code of Ohio.

**WHEREUPON** Trustee Britten moved and Trustee Mack seconded the adoption of the Resolution; and the roll was called on the question of adoption thereof; resulting as follows:

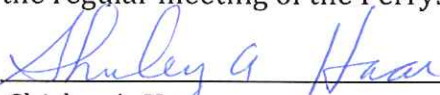
Gary Britten, yes

Robert P. Mack, yes

Craig LaHote, yes

ATTEST:

I certify that the foregoing is a true and accurate copy of Resolution No. 2013-15, passed in the regular meeting of the Perrysburg Township Board of Trustees on October 9, 2013.

  
\_\_\_\_\_  
Shirley A. Haar,

**Township Fiscal Officer**