

Resolution 2019-08

A RESOLUTION AMENDING RESOLUTION 2015-4 ESTABLISHING A CENTRAL PURCHASING AND CREDIT CARD POLICY FOR THE VILLAGE OF SWANTON

WHEREAS, it is the desire of the Council of the Village of Swanton to improve the financial oversight and control of expenditures of village funds by all village departments, offices, boards, and commissions by establishing a central purchasing and credit card policy for the Village of Swanton.

NOW THEREFORE BE IT RESOLVED, by the Council of the Village of Swanton, Fulton County, Ohio, three-fourths of the members elected thereto concurring and as follows:

Section One. A centralized purchasing and credit card policy is hereby established for the Village of Swanton. All purchases of supplies, materials, equipment, services or labor for all village departments, offices, boards, and commissions shall be managed under the direction of the Village Administrator.

Section Two. No purchase, by check, credit card, or any other means, of any supplies, materials, equipment, services or labor shall be made by any department, office, board, or commission, regardless of whether funds appear to have been appropriated by the Village Council for such purchase, without first obtaining a purchase order from the Village Finance Director or Administrator as provided under Section 5705 of the Ohio Revised Code. Any purchase made using village funds by check, credit card or any other means without first obtaining a purchase order shall be considered to be unauthorized by the Swanton Village Council; except in emergency situations necessary to protect the public health, safety and welfare of the residents of the Village of Swanton. In such emergency situations, the Finance Director or Village Administrator shall be notified of such purchase as soon as possible for the issuance of a "Then and Now" Certification for the purchase.

Section Three. Gasoline credit cards shall be issued to all Village department heads, if necessary, for the purchase of gasoline for department vehicles only. Purchase of any supplies, materials, equipment, services or labor with gasoline credit cards is prohibited.

Non-gasoline credit cards are available for use by department heads by request from the Finance Director or Village Administrator for the purchase of supplies, materials, equipment, services or labor which cannot be readily purchased by check or other means or due to emergency situations.

The authorized use of credit cards for the purchase of meals or lodging at out of town conferences or training seminars shall follow the procedure enumerated in the employee handbook. Itemized receipts for all credit card purchases shall be returned immediately to the Finance Director or Village Administrator for financial reconciliation. The use of credit cards for any personal purpose, expense or purchase, for the purpose of alcohol or any use specified in Section 2913.21 of the Ohio Revised Code is prohibited.

Section Four: Any officer, employee, or other person who unlawfully expends or authorizes the expenditure of public funds may be held personally liable for the full amount paid from those funds as provided in Section 5705 of the Ohio Revised Code. The Village Administrator is hereby directed to review any purchase made by any department, office, board, or commission over \$1,000. Any purchase deemed by the Village Administrator to be unnecessary, inappropriate, unusual or unlawful must be reviewed and approved by the Swanton Village Council.

Section Five: The Village Administrator, Fiscal Officer and Police Chief are issued bank credit cards with an aggregate maximum credit limit of \$8,000. Council shall approve issuance of additional credit cards or increase in credit limit.

Section Six: Council shall name a compliance officer to review on a quarterly basis the following: the number of credit cards and accounts issued, the number of active credit cards and accounts issued, the cards and account expiration dates and credit limits. Council must review the compliance officer report. Procurement cards and gasoline cards are excluded from compliance review.

Section Seven: The Fiscal Officer shall present monthly, the credit card account transaction detail from the previous month. Council must review the credit card account transaction detail and the president of Council must sign an attestation stating Council reviewed the credit card transaction detail.

Section Eight: The Fiscal Officer shall present an annual report to Council detailing all credit card rewards if applicable.

Section Nine: The Fiscal Officer shall be notified immediately if a credit card, procurement card or gasoline card has been lost or stolen.

Section Eight: That it is found and determined that all formal actions of this Village Council concerning and relating to the adoption of this resolution were adopted in an open meeting of this Village Council, and that all deliberations of this Village Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section Nine: That this resolution shall be effective at the earliest time allowed by law.

First Reading: January 28, 2019

Second Reading: February 11, 2019

Third Reading: February 25, 2019

Vote on Passage

Moved: Rochelle

Second: Pilliod

YEAS: 6

NAYS: 0

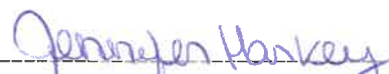
Date of Passage: February 25, 2019

  
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Ann Roth, Mayor

Attest:

I, Jennifer Harkey, Fiscal Officer of the Village of Swanton, do hereby certify that this is a true and accurate copy of Resolution 2019-08, passed on February 25, 2019.

  
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Jennifer Harkey, Fiscal Officer