

RESOLUTION 2019-02
VILLAGE OF NEW RICHMOND, OHIO

Council for the Village of New Richmond, Ohio met in regular session this 22 day of January, 2019 with the following members present:

Richard Feldkamp, yes

Mary Allen, yes

Paul Vanderbosch, yes

Melanie Slade, yes

Amanda Davidson, absent

Gary Skeene yes

Councilperson Feldkamp moved for adoption of the following:

**RESOLUTION AMENDING CREDIT CARD POLICY
FOR VILLAGE OF NEW RICHMOND, CLERMONT COUNTY, OHIO**

WHEREAS, the Village of New Richmond adopted its original Credit Card Policy via Ordinance No. 2006-38 pursuant to the recommendation of the Auditor of the State; and

WHEREAS, the Village of New Richmond then amended its original Credit Card Policy via Ordinance No. 2010-12; and

WHEREAS, Ohio Revised Code Sections 9.21 and 717.31, recently amended by House Bill 312, require that municipalities in the State of Ohio such as the Village of New Richmond establish a detailed policy as to the issuance, control, and accountability for credit cards owned by the Village; and

WHEREAS, municipalities in the State of Ohio that have credit card policies in place such as the Village of New Richmond must adopt by February 2, 2019, specific requirements in their policies depending upon whether the Village Fiscal Officer retains possession and control of the credit cards, and the Village of New Richmond has determined that the Fiscal Officer shall not maintain physical control and custody of all Village credit cards, which necessitates the Compliance Officer Model of credit card regulations.

NOW THEREFORE BE IT RESOLVED, by the Council of the Village of New Richmond, Ohio, with 5 of its members concurring:

1. The Village Council hereby adopts through this Resolution the PURCHASING CARD POLICY for the Village of New Richmond attached hereto as Exhibit "A" drafted in compliance with R.C. 9.21 and R.C. 717.31 to replace any existing and previous Village credit card policies; and
2. The Village Council hereby requires the Village's Chief Executive Officer, the Village Administrator, to appoint a Compliance Officer for the Village of New Richmond in compliance with R.C. 9.21 and R.C. 717.31 within a reasonable period of time; and
3. That Council finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting and that all deliberations of Council which resulted in the passage of this Resolution were taken in meetings open to the public, in full compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.
4. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, or welfare of the residents of the Village of New Richmond. That the Village by a three-fourths vote hereby dispenses with the requirement that this Resolution be read on three separate days and hereby authorizes the adoption of the Resolution upon its first reading. That this Resolution shall be effective at the earliest date allowed by law.

Councilperson Slade seconded the motion to adopt the foregoing Resolution and upon roll call the vote was as follows:

Richard Feldkamp	<u>yes</u>
Mary Allen	<u>yes</u>
Paul Vanderbosch	<u>yes</u>
Melanie Slade	<u>yes</u>
Amanda Davidson	<u>absent</u>
Gary Skeene	<u>yes</u>

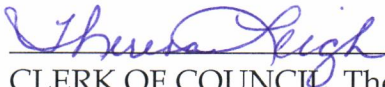
First Reading	<u>01-22-2019</u>
Second Reading	<u>-</u>

Adopted:

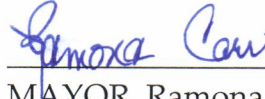
01-22-2019

Date

ATTEST:

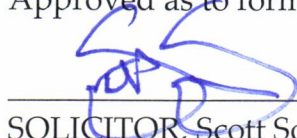


CLERK OF COUNCIL, Theresa Leigh



MAYOR, Ramona Carr

Approved as to form:



SOLICITOR, Scott Sollmann



PURCHASING CARD POLICY

VILLAGE OF NEW RICHMOND, OHIO
(Clermont County)

www.newrichmond.org

(AMENDED JANUARY, 2019)



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NEW RICHMOND PURCHASING CARD POLICY & PROCEDURE

1.0 PURPOSE

The Purchasing Card Policy & Procedures Manual for the Village of New Richmond is adopted to reduce the effort hours associated with the acquisition of certain high volume, low dollar commodities related to the normal operation of the Village, to simplify the process for purchasing and further the efficient delivery of services, and to otherwise maintain compliance with Ohio Revised Code (ORC) Section 9.21 - 9.22, and ORC Section 717.31, inclusive, pertaining to purchasing card usage. Purchasing Cards are not intended to be utilized to avoid traditional purchasing procedures.

2.0 THE VILLAGE OF NEW RICHMOND PURCHASING CARD ISSUANCE ¹

Every Purchasing Card or Virtual Purchasing Card issued by The Village of New Richmond shall contain the name "The Village of New Richmond" embossed or imprinted on the face of the Card. In addition, each card shall specify the Department to which the card has been assigned, in order to assist in monthly expense tracking and reconciliation.

A. The following designated Purchasing Card and/or Virtual Purchasing Card accounts shall be established, for purposes of tracking expenditures and reconciling purchases on a monthly basis:

1. The Village of New Richmond Administration
2. The Village of New Richmond Fire Department
3. The Village of New Richmond Police Department
4. The Village of New Richmond Street Department

B. Nothing contained in this section shall prevent the addition, deletion, or modification of the designated and specified Purchasing Card accounts by the Village of New Richmond Fiscal Officer or his/her designee.

C. If multiple cards are required for each Department, the Department Head may request additional Purchasing Cards, which may be approved at the discretion of the Fiscal Officer. Duplicate cards shall be maintained in the same manner as described in Section 4.0 of this Policy.

3.0 AUTHORIZED USERS ²

A. The following officers, positions, or appointees ("Authorized Users") shall be specifically authorized to utilize, or cause to be utilized, a Village of New Richmond-Issued Purchasing Card Account:

1. The Village of New Richmond Mayor
2. The Village of New Richmond Fiscal Officer
3. Village Administrator

¹ Complies with RC §9.21(B) and RC §717.31(B) as well as RC §9.21(A)(5) and RC §717.31(A)(5).

² Complies with RC §9.21(A)(1) and RC §717.31(A)(1).

4. Village Council Clerk
5. Village Department Heads, including, but not limited to:
 - a) Police Chief
 - b) Fire/EMS Chief
 - c) Street Department Director
 - d) Director of Planning & Zoning
 - e) Any other supervisory head of any Village Department or Agency as so designated by the Village Administrator, or his/her designee
6. Village Supervisory or Administrative Staff, including, but not limited to, the following:
 - a) Assistant Fire/EMS Chief
 - b) Police Sergeant, or similar

B. Any of the Authorized Users stated within Section 2.0 (A) shall be further authorized to approve, appoint, nominate, or otherwise cause the use of a Village of New Richmond-Issued Purchasing Card by an appointee, employee, or designee if the authorized purpose is in furtherance of an approved Village expenditure, made in accordance with this Policy, and provided that prior authorization is granted by the Authorized User. Such authorization may be written or verbal. Any employee of the Village of New Richmond may be appointed or designated pursuant to this Section.

C. The Department Supervisor, or equivalent, shall be responsible for collecting and reconciling all charges with proper itemized receipts to the department-issued card statement, on a monthly basis.

4.0 PURCHASING CARD RESPONSIBILITIES ³

The following non-exhaustive list defines the requirements and responsibilities of various parties, departments, or individuals within the Village of New Richmond, relative to the use, administration, reconciliation and administration of the Village Purchasing Card program.

A. Authorized User (or Appointee)

The Authorized User, appointee, employee, or designee shall have the following responsibilities regarding the use of Purchasing Cards or Virtual Purchasing Cards, as applicable:

1. Make purchases according to the requirements established in this policy/procedure;
2. Accountability for all transactions made against the card while in possession of Purchasing Card or Virtual Purchasing Card;
3. Provide timely information regarding monthly transactions made on the card and retention of an original, itemized sales/credit receipt;
4. Submit all itemized sales/credit receipt to the Department Supervisor or Fiscal Officer in a timely fashion, prior to monthly reconciliation of the card statement;
5. Safeguard the Purchasing Card and keeping the account number confidential;

³ Complies with RC §9.21(A)(3) and RC §717.31(A)(3) as well as RC §9.21(A)(4) and RC §717.31(A)(4). Also complies with RC §9.21(G) and RC §717.31(G).

6. Use the Purchasing Card for Village of New Richmond business only;
7. Resolving disputed charges with the merchant and/or lending institution (also referred to as "Card Issuer");
8. Return merchandise to the merchant when it is incorrect or no longer needed;
9. Promptly report a lost or stolen Purchasing Card immediately to the Card Issuer, the Fiscal Officer or his/her designee and the Department Supervisor;
10. Promptly return any issued Purchasing Card to the Fiscal Officer at the conclusion of the intended use period;
11. Surrender the Purchasing Card in possession, upon termination or resignation of employment from the Village of New Richmond, along with any final reconciliation or receipts;

B. Department Supervisor (or Village Administrator)

The Village Administrator, his/her designee, or the Department Supervisor, as applicable, shall have the following responsibilities regarding the use of Purchasing Cards or Virtual Purchasing Cards in addition to those set forth in Section 4.0 (A):

1. Manage the usage and appointment of designees, for use of Department Purchasing Cards, or Virtual Purchasing Cards, as applicable;
2. Request the issuance and approval of Virtual Purchasing Cards, where applicable, from the Fiscal Officer in writing;
3. Approve specific expenditures and verify the intended purpose;
4. Ensure that charges made using the Purchasing Card were appropriate;
5. Ensure that each expense is documented with an itemized receipt;
6. Ensures that appropriate project/overhead/line item/fund number is charged;
7. Initiate Card revocation and disciplinary action when necessary;
8. Complete the reconciliation of monthly Purchasing Card Statement for their respective Department;
9. Interface with the Purchasing Card Issuer as needed;
10. Coordinate Cardholder training and policy compliance;
11. Report unauthorized use or charges of the Purchasing Card to the Fiscal Officer at the earliest possible opportunity;
12. Work with Authorized Users, appointees, employees, or designees to reconcile errors and billing disputes once the Authorized User or appointee has exhausted other avenues for resolution (Merchant, Card Issuer);
13. Request written authorization from Fiscal Officer if anticipated purchase(s) will exceed the established Per Diem Purchasing Card Limit or Monthly Purchasing Card Limit established within Section 3.0(A) and Section 3.0(B) of this Policy, prior to authorizing the Authorized User, appointee, or designee to proceed;

C. Fiscal Officer (or Designee).

The Village Fiscal Officer, or his/her designee, shall have the following responsibilities regarding the use of Purchasing Cards or Virtual Purchasing Cards:

1. Manage the distribution of Purchasing Cards to Authorized Users, appointees, employees, or designees, including the establishment of a log documenting Purchasing Card use;
2. Manage the approval and issuance of Virtual Purchasing Cards in writing, upon receipt of such request in writing from a Department Supervisor, consistent with this Policy;
3. Confirm verification from Department Supervisor of intended purpose of purchases;
4. Processing cross charges for un-reconciled charges/credits;
5. Coordinate dispute resolution process in consultation with Department Supervisors and the Card Issuer;
6. Review reconciliation reports submitted by Department Supervisors relative to specific Department-Issued Purchasing Card account statements;
7. Maintain records of all Purchasing Card requests, credit limits, and purchasing controls for each card;
8. Update the Purchasing Card policy/procedure as needed, in consultation with the Village Administrator, Village Council, and/or the Village Law Director/Solicitor, as applicable;
9. Monitor/follow up to ensure that no future charges are incurred on an account where the card has been reported as lost or stolen
10. Review and approve of exceptions to the standard, daily, or monthly credit limits, provided such requests are received, and approved in writing;
11. Review the monthly credit card statements for all Department Supervisors and all other credit card statements aside from his/her own credit card statement which shall be reviewed by the Compliance Officer on a monthly basis;
12. Ensure that accurate documentation is provided to, and received from, the Card Issuer;
13. File an annual report with the Village Council detailing all rewards received based upon the Village's credit card account(s).

5.0 COMPLIANCE OFFICER MODEL⁴

The Village of New Richmond has decided to utilize the Compliance Officer Model which is a system in which the Village fiscal officer does not maintain physical control of all of the Village's Purchasing Cards or Virtual Purchasing Cards. Thus, the Village's Chief Executive Officer, the Village Administrator, shall appoint a Compliance Officer for the Village of New Richmond. The Compliance Officer cannot be the Village fiscal officer or the Village clerk or any person who is an active authorized user of a Purchasing Card or Virtual Purchasing Card or a person who can authorize use of a Purchasing Card or Virtual Purchasing Card by an individual.

⁴ Complies with RC §9.21(C) and RC §717.31(C)(1) as well as RC §9.21(D) and RC §717.31(D).

The appointed Compliance Officer shall perform a quarterly review process whereby he/she shall review the number of Purchasing Cards the Village of New Richmond has, the number of active cards the Village of New Richmond has, and the credit limit for each Purchasing Card. In addition, the Compliance Officer shall review the credit card statement of the fiscal officer.

6.0 AUTHORIZED EXPENSE CATEGORIES ⁵

The following is a partial, non-exhaustive listing of typical authorized Village of New Richmond-related purchases that can be made using a Purchasing Card or Virtual Purchasing Card:

1. Office supplies;
2. Computer supplies;
3. Computer software that will be expensed;
4. Hotel & Airline reservations for Village business;
5. Registration fees for Village-sponsored events, training, or continuing education classes, excluding tuition for courses accumulating academic credit in pursuit of a degree or certificate;
6. Approved professional memberships, licenses, certifications, or accreditations associated with Village duties or responsibilities;
7. Monthly, quarterly, or yearly billed services, subscriptions, periodical or literature subscriptions, or facilities rentals or equipment rentals with third-party vendors who require the use of a Purchasing Card for automated or recurring billing purposes;
8. Supplies specific to the on-going provision of services or delivery of services to Village residents or in conjunction with Village-sponsored events;
9. Expenses incurred while traveling for Village business (ie. fuel);
10. Purchase of supplies or equipment where an emergency, location, vendor location, or other mitigating circumstances otherwise prevents traditional purchasing methods being utilized, provided such expenses are approved by the Department Supervisor and/or Village Administrator on a "case-by-case" basis, such approval may be written or verbal;

If the Authorized User, appointee, employee, or designee is uncertain that the Village Purchasing Card is the correct purchasing tool to be used, he/she must contact the Department Head and/or Village Administrator for additional clarification before making the purchase.

7.0 UNAUTHORIZED EXPENSE CATEGORIES ⁶

The Village of New Richmond Purchasing Card or Virtual Purchasing Card, as applicable, shall *not* be utilized for the purchase of any of the following types of goods, services, or items:

1. Personal purchases or any form of alcoholic beverage(s);
2. Cash advances;
3. Gift Cards;

⁵ Complies with RC §9.21(A)(2) and RC §717.31(A)(2) as well as RC §9.21(A)(3) and RC §717.31(A)(3).

⁶ Complies with RC §9.21(A)(2) and RC §717.31(A)(2) as well as RC §9.21(A)(3) and RC §717.31(A)(3).

4. Training, seminars, or professional fees that are not approved and otherwise not associated with Village business;
5. Computer rentals not otherwise associated with travel or business-based technology requirements (eg. projector rental, etc);
6. Contractual Services agreements otherwise requiring review and approval of contract documents, unless otherwise specifically approved in writing by the Fiscal Officer;
7. Tuition for the accumulation of academic credit in pursuit of matriculation or otherwise resulting in the awarding of any advanced degree or certificate at any college or university, or other similar institution of higher learning, without prior written authorization from the Village Administrator;
8. Any other purchases made without prior approval and authorization by the Department Head and/or Village Administrator, as applicable;

8.0 PURCHASING CARD ACCOUNT SPENDING LIMITS ⁷

The following spending limits shall be established for all Village of New Richmond Purchasing Card and/or Virtual Purchasing Card accounts, unless otherwise noted:

- A. Per Diem Limit. The maximum daily ("Per Diem") limit for any single purchase or transaction shall not exceed \$1,500.00 per day, per transaction. The Village Fiscal Officer may authorize an increase in the Per Diem limit for individual transactions, provided such authorization is obtained in writing from the Fiscal Officer prior to the completion of the purchase.
- B. Monthly Limit. The Monthly Purchase Limit for each Department-Issued Purchasing Card shall not exceed \$10,000.00, unless otherwise specifically approved in writing by the Village Fiscal Officer.

The use of a credit card account for expenses beyond those authorized by the legislative authority, Department Head and/or Village Administrator, as applicable, constitutes misuse of a credit card account.

9.0 GENERAL TRANSACTION RULES ⁸

Authorized Users, appointees, employees, and/or designees shall be required to adhere to the following rules when utilizing Village-issued Purchasing Cards and/or Virtual Purchasing Cards in the process of completing transactions:

- A. Single Transaction Required. The total value of any single transaction shall not exceed a Cardholder's single Per Diem limit purchase limit defined in this Policy unless otherwise authorized pursuant to Section 6.0(A) of this Policy. Splitting of payment for a purchase into multiple transactions to stay within the single purchase Per Diem Limit shall be strictly prohibited.

⁷ Complies with RC §9.21(A)(6) and RC §717.31(A)(6) as well as RC §9.21(F) and RC §717.31(F). Also complies with RC §9.21(A)(7) and RC §717.31(A)(7).

⁸ Complies with RC §9.21(A)(3) and RC §717.31(A)(3).

- B. Identification Required. The Authorized User shall present proper identification at the time of purchase, if applicable, identifying him/herself as a Village of New Richmond employee or representative, and to ensure that any pre-negotiated or promotional pricing is secured.
- C. No Cash Back. No cash back for returns shall be permitted. All returns shall be demonstrated as a credit to the Card amount and shall be documented with the appropriate itemized receipt.
- D. Sales Tax Exemption Required. It shall be the primary responsibility of the Authorized User, appointee, employee, or designee, to ensure that the required sales tax exemption forms are provided at the point of sale to the vendor, and that no sales tax is charged at the point of sale. Sales Tax Exemption forms shall be obtained from the Fiscal Officer or his/her designee prior to purchasing.
- E. Itemized Transaction Receipt. The Authorized User, appointee, employee, or designee shall be responsible for obtaining an itemized transaction at the time of purchase, with sufficient detail to indicate the item or items purchased and the aggregate cost charged to the card. Failure to obtain a receipt shall be a violation of this Policy. The Authorized User, or their appointee, employee, or designee procuring the Purchasing Card or Virtual Purchasing Card, as applicable, shall be liable in person and upon any official bond that the Authorized User, appointee, or designee has given to the Village to reimburse the Village Treasury in the amount for which the Authorized User, appointee, employee, or designee does not provide itemized receipts in accordance with the requirements specified within this Policy.

10.0 MAKING A PURCHASE ⁹

An Authorized User, appointee, employee, or designee shall utilize the following process when making a purchase using a Village of New Richmond Purchasing Card or Virtual Purchasing Card, as applicable:

1. Determine that the Village-issued Purchasing Card is the appropriate purchasing tool (versus a purchase order). Ask the Department Supervisor responsible for the specific department-issued card that the expense will be charged to, and/or the Village Administrator if uncertain.
2. Call or visit the merchant of choice (as appropriate).
3. Select or order the desired merchandise.
4. Identify yourself as a Village of New Richmond representative to ensure negotiated prices are charged.
5. Tell the merchant the sale is considered **not taxable**, so that sales tax is not charged at the point of sale. Furnish appropriate Tax Exemption Form provided by Fiscal Officer to the Vendor, either electronically or in person.
6. Give the Village's business address as the shipping address. The receipt will be needed for reconciliation.
7. Obtain an itemized receipt (even if the purchase is made by phone, internet, or fax). Charge/credit slips that do not itemize are inadequate documentation.
8. If delivery instructions are needed, the Authorized User, appointee, employee, or designee should give his/her business address.

⁹ Complies with RC §9.21(A)(3) and RC §717.31(A)(3).

The Authorized User, appointee, employee, or designee Instruct the merchant that the Purchasing Card number is not to be displayed anywhere on the outside of the package so the account number remains confidential.

11.0 RECEIVING MERCHANDISE ¹⁰

An Authorized User, appointee, employee, or designee shall observe the following process when receiving merchandise purchased utilizing a Village Purchasing Card and/or Virtual Purchasing Card:

1. Upon receipt of a Purchasing Card-related package, the Authorized User, appointee, employee, or designee must verify that the shipment is correct. If not, the Authorized User, appointee, employee, or designee should notify the merchant directly for resolution, and shall further confirm the status of the order with the Department Supervisor.
2. Retain the merchant's original itemized sales/credit receipt and submit to the Department Supervisor responsible for final authorization and reconciliation of the monthly Purchasing Card statement.

12.0 RETURNING MERCHANDISE ¹¹

An Authorized User, appointee, employee, or designee shall observe the following process when receiving merchandise purchased utilizing a Village Purchasing Card and/or Virtual Purchasing Card:

1. Contact the merchant for return procedures and to determine if any restocking fee, return shipping fee, or other applicable fees will be charged. Such fees must be documented in writing.
2. The Authorized User, appointee, employee, or designee should pack the merchandise securely (original packing materials are preferable). If adequate packing materials are unavailable, an additional charge may be assessed.
3. Label the package according to the instructions given by the merchant.
4. Retain a copy of any documentation sent to the merchant.
5. All refund receipts and/or documentation must be submitted to the Department Supervisor responsible for final authorization and reconciliation of the monthly Purchasing Card statement.

Depending on the value of the merchandise being returned, it may be necessary to place additional insurance on the package beyond the carrier's routine insured value. Any such charge should be noted on the itemized receipt.

¹⁰ Complies with RC §9.21(A)(3) and RC §717.31(A)(3).

¹¹ Complies with RC §9.21(A)(3) and RC §717.31(A)(3).

13.0 RECONCILIATION PROCESS ¹²

An Authorized User, appointee, employee, or designee shall be responsible for furnishing itemized receipts for any and all purchases made utilizing the Purchasing Card or Virtual Purchasing Card. Itemized receipts shall be submitted to the Department Supervisor or Fiscal Officer promptly, in order to allow the Department Supervisor and Fiscal Officer to:

1. Document and approve the specific purchase; and
2. Assure timely reconciliation of the monthly Purchasing Card statement.

The Village Fiscal Officer will receive a memo statement directly from the Card Issuer. The Fiscal Officer or his/her designee will forward the memo statement to the Department Supervisor for reconciliation of the Purchasing Card account. In order to complete the reconciliation, the Department Supervisor shall:

1. Review and approve the Memo Statement and each transaction listed thereon and check for vendor accuracy, purpose, and amount.
2. Verify the vendor, transaction date, amount, and date of order/processing, and compare that to receipts submitted for all purchases for the then-current month.
3. Attach supporting itemized sales/credit receipts (originals) to the statement corresponding with the card or cards assigned the specific Department, previously compiled and collected throughout the then-current month, from Authorized Users,
4. Attach any documentation relative to credits or refunds listed on the Memo statement.
5. Note specifically if any charges listed are disputed pursuant to Section 7.2 herein, and attach the appropriate dispute reporting information required and established in this policy manual.
6. Complete the reconciliation.
7. Forward the approved reconciliation and the accompanying, itemized receipts to the Village Fiscal Officer. This will allow prompt payment to the Card Issuer.

14.0 CARD ISSUER PAYMENT

The Village of New Richmond Fiscal Officer or his/her designee will make one payment monthly to the Card Issuer for the total amount due. Disputed items will be demonstrated as a credit on the following monthly statement.

¹² Complies with RC §9.21(A)(4) and RC §717.31(A)(4).

15.0 DISPUTED TRANSACTIONS¹³

An incorrect, unrecognized, or questioned transaction may be disputed. If a transaction needs to be placed in dispute, the Department Supervisor will be responsible for initiating the dispute during the process of completing the monthly reconciliation for submittal to the Fiscal Officer.

- A. In the event that the Department Supervisor initiates a dispute, the Department Supervisor shall complete the following steps, in consultation with the Fiscal Officer:
1. Complete a written report detailing the disputed claim in the form or report format agreed to and established by the Fiscal Officer and/or the lending institution. Such report shall indicate whether the charge is to be in error, fraudulent, or other such details reasonably necessary to document the nature of the dispute.
 2. The Department Supervisor may conduct or may otherwise request an investigation into the disputed charge, in order to meet reporting requirements for disputing a transaction.
 3. The Department Supervisor shall send a completed report and any results of any subsequent investigation to the Village Administrator and/or Fiscal Officer for review.
 4. The Fiscal Officer may coordinate the investigation or processing of a disputed transaction with the Card Issuer and the Department Supervisor, as applicable. The Department Supervisor shall be responsible for verifying the refunded amount on the applicable statement or statements thereafter and upon conclusion of the investigation into the disputed transaction. In the event that a disputed transaction is not successfully resolved, such event shall be reported to the Village Administrator.
 5. The Card Issuer may conduct a separate investigation regarding the disputed transaction. While the investigation is ongoing, a temporary reversal of the transaction (charge or credit, as appropriate) may be issued to the applicable Purchasing Card account. Upon completion of the investigation, the Cardholder is notified of the resolution. If the dispute is not settled in the Cardholder's favor, the transaction will be re-posted to the Cardholder's account.

16.0 UNAUTHORIZED PURCHASES¹⁴

An Authorized User, appointee, employee, or designee who makes unauthorized purchases or intentionally misuses the credit card will be personally liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank in connection with the misuse. The Authorized User, appointee, employee, or designee will also be subject to disciplinary action up to and including termination, as well as criminal prosecution for theft in office.

¹³ Complies with RC §9.21(A)(3) and RC §717.31(A)(3).

¹⁴ Complies with RC §9.21(A)(7) and RC §717.31(A)(7) as well as RC §9.21(F) and RC §717.31(F).

17.0 LOST OR STOLEN CARDS¹⁵

If a Purchasing Card is lost or stolen, the Authorized User, appointee, employee, or designee responsible for the lost card shall timely report the lost or stolen card to their Department Supervisor, the Fiscal Officer or his/her designee, and/or Village Administrator. The Fiscal Officer or his designee shall then contact the lending institution immediately at the contact number provided for the Card Issuer. The Fiscal Officer or his designee shall be authorized to request that lost or stolen cards be reissued or replaced on an "as needed" basis.

18.0 CARDHOLDER TERMINATION¹⁶

The Purchasing Card is the property of lending institution; therefore, at termination it must be surrendered to the Village Administrator, so it can be forwarded to the Bank. A final, approved reconciliation and supporting receipts should also accompany the card.

¹⁵ Complies with RC §9.21(A)(5) and RC §717.31(A)(5).

¹⁶ Complies with RC §9.21(A)(5) and RC §717.31(A)(5).

The Village of New Richmond Employee Acknowledgement Receipt of Purchasing Card Policy

I, _____, hereby acknowledge that I have received a copy of the *Village of New Richmond Purchasing Card Policy*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of The Village of New Richmond* as well as any other applicable Village policy manual.

I further acknowledge and agree that I understand that the intentional misuse of a Purchasing Card for unauthorized and/or personal expenditures will result in my being held personally liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank in connection with the misuse. I also understand and acknowledge that I will be subject to disciplinary action up to and including termination, as well as criminal prosecution for theft in office.

Signature

Date

Print Name

Department/Agency
