CREDIT CARDS

The Council of the Village of Mt. Gilead, Ohio, recognizes the efficiency and convenience afforded to the day-to-day operation of the Village with the use of credit cards. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Council policies.

The Council authorizes the use of credit cards as follows.

Credit Cards

1. All credit cards issued to and in the name of the Village shall be held and supervised by the Fiscal Officer and used only for approved Village-related activities. The exceptions are credit cards issued to the Fire Department, Police Department, and Village Administrator. Supervision and responsibility of credit cards issued under this exception is outlined below.
    - The Fire Department credit card shall be held and supervised by the Fire Chief;
    - The Police Department credit card shall be held and supervised by the Police Chief; and
    - The Administrator credit card shall be held and supervised by the Village Administrator.

    The Fiscal Officer shall not be responsible for the custody or direct supervision of credit cards assigned to the Fire Chief, Police Chief, or Village Administrator. Each holder assigned a credit card shall be responsible for its proper use in accordance with this policy.
2. The following spending limitations shall be adhered to for respective credit cards issued to the holders listed below:
    - Fire Chief = $1,000.00 per billing cycle spending limit;
    - Police Chief = $1,000.00 per billing cycle spending limit;
    - Village Administrator = $5,000.00 per billing cycle spending limit.

    All limits are subject to change by Council and shall be formally documented.
3. Credit cards may be used for Village-related transportation, reservations and expenses, conference registrations, and hotel reservation guarantees for the Council and employees.
4. With prior approval of the Fiscal Officer and/or Village Administrator, as applicable, credit cards may be used by Village employees for Village-related purchases from a vendor who does not accept purchase orders or vouchers.
5. Purchases from vendors who require a credit card as a form of payment do not supersede the requirement of pre-approval of a purchase order for the purchase.
6. There may be problems with a purchased item or service, such as broken merchandise, incorrect merchandise, the billed amount does not match the quote, sales tax is included, or the statement contains an unknown or duplicate charge. In these instances, the cardholder should try to resolve the dispute with the supplier or merchant. If the item needs to be returned for any reason, the item should be returned and the cardholder should request a

credit to the credit card. Cash or a rain check instead of a vendor credit is not acceptable. If the dispute cannot be resolved, the person responsible for supervision of the credit card shall be contacted.

7. Gratuities are permissible only when the tip is automatically added to the bill.
8. When making a purchase, the cardholder should obtain and retain the original, itemized, receipt. The receipt must contain the vendor's name, date of purchase, itemized description of purchase, per unit price, extended price, and reason for purchase noted on the receipt. Receipts and appropriate form(s) are to be turned in with the credit card to the Fiscal Officer within five (5) business days upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the Fiscal Officer within five (5) business days may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases.
9. The person using the credit card should provide a tax-exempt form so that sales tax is not charged.
10. Persons using a credit card for personal, unauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Abuse of the credit card is subject to disciplinary procedures, including termination and/or prosecution.
11. Credit cards may not be used to pay for, or in connection with, entertainment, alcoholic beverages, ATM transactions, cash advances or withdrawals, or any other cash-related transactions.
12. Each fuel card shall remain in the vehicle to which it is assigned. Each employee will have their own individual code.
13. If a credit card is lost or stolen, the cardholder must notify the card issuer immediately and request that further use of the card will be blocked. The cardholder must confirm this communication by written notification to the person responsible for supervision of the credit card. The date and time of the report of the lost or stolen card should be included in the written notification.
14. Cardholders, who terminate their employment, are on extended leave or whose job duties change and no longer include purchasing powers must surrender any credit cards immediately.

Adopted by Council: May 18th, 2026 Resolution 4-20-26