

AN ORDINANCE AMENDING 2018-22, APPROVING A CREDIT CARD POLICY FOR THE VILLAGE OF NEW HOLLAND, PICKAWAY COUNTY, STATE OF OHIO

WHEREAS, the Village of New Holland, Ohio is authorized by statute to establish Credit Card Policies; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW HOLLAND, OHIO, THAT:

SECTION 1: All credit Cards are the sole property of the Village of New Holland. In order to protect the Village of New Holland, the Marathon Gas Company Credit Card will be the only card that will be considered a “traveling card”. Traveling fuel card means that the Police Department, Street Department, Water/Wastewater Department will be the only department that has its own cards to be used as necessary. All other credit cards are located in the Fiscal Officer’s office and must be signed out and signed in per each use. All Village of New Holland Credit Cards must be signed out and returned each time they are used. Only Authorized person(s) are permitted to use credit cards.

- A. The Visa Credit Card will be assigned to individuals. Employees holding Credit Cards for his/her departments must sign the Credit Card Sign Out Log in January of each year. Failure to sign the Credit Card Log may result in the expense being charged to the individual. Upon signing the Log Sheet, the individual becomes responsible for the card and all subsequent purchases. There are two credit Cards, one for the office and one that has Village Administrator on it.
- B. The usage limit for the Visa Card is \$7,500.00 and is only to be used for emergencies. When ordering on-line you must print out the charges for the purchase and attached to the Purchase Order Request and turn in to the Fiscal Officer immediately.
- C. The Credit Cards must only be used to purchase equipment, parts for equipment and Operating supplies. The Credit Card should not be used to purchase items from any where that we have an account with. All office supplies should be purchased through the Fiscal Officer or designated person.
- D. Home Depot, Walmart, Dollar General, and TSC Credit Cards must be signed out and signed in each time they are used. When using any of these “Cards”, the individual using the “Cards” is responsible for issuance of the Request for Purchase
- E. Order and the accompanying receipt to verify card usage(s) as soon as possible, preferably the same day.
- F. A tracking list will be kept by the Fiscal Officer that will show date of credit card, card type, signature of who is issued the Credit Card or if kept in Credit Card Book, when the card was returned and a place for notes.
- G. The officer, employee, or appointee is liable in person and upon any official bond the officer, employee, or appointee has given to the village to reimburse the village treasury the amount for which the officer, employee, or appointee does not provide itemized receipts in accordance with the policy described above in Section 1.
- H. If any of the Credit Cards are Lost or Stolen, it must be reported to the Fiscal Officer or designee immediately. The Fiscal Officer or Designee will report the Lost or Stolen card to the proper Credit Card Company immediately after being notified.

SECTION 2: As with ALL purchases a purchase order must be requested before purchasing an item. The only exception to this policy would be in an emergency. Emergency is defined as a work stopping situation. In such an emergency event receipts bearing the Village of New Holland name, date of purchase, item description, name of authorized person, and cost must be attached to a purchase order request form on the day of the purchase event.

SECTION 3: The Mayor, and the Village Administrator reserve the right to cancel any and all credit cards at any time. Any issuance of Credit Cards must be with Council’s approval.

- A. The Mayor, and the Village Administrator reserve the right to cancel any and all credit cards at any time. Any issuance of Credit Cards must be with Council’s approval.
- B. Use of Village of New Holland Credit Cards for personal use is prohibited.
- C. Any abuse of Credit Cards will result in loss of card privileges and may result in termination of employment.
- D. Current Authorized people permitted to use credit cards will be recorded and tracked by the Fiscal Officer.
- E. Verification of items purchased and quantities of items for Village Hall use must be Co-signed.
- F. All purchases must have an accompanying purchase order with receipt attached.
- G. Items purchased with any village credit card becomes the sole property of the Village of New Holland.

SECTION 4: That this Ordinance Amends Ordinance 2018-22 and any other existing Ordinances or Resolutions parts specifically in conflict with, herewith of the Village of New Holland, Ohio, are hereby repealed.

SECTION 5: That this Ordinance shall take effect and be in full force from and after the earliest period permitted by law.

First reading February 13, 2023, motion by: Danny Kirkpatrick, 2nd by Joe Inskeep.

Council Vote's Recorded: Yea 6 Nay 0 Abstain 0

Second reading March 13, 2023, motion by: Joe Inskeep 2nd by: Jimmy Thompson

Council Vote's Recorded: Yea 6 Nay 0 Abstain 0

Final Reading:

Motion to Pass the Ordinance 2023-02 made by Joe Inskeep and seconded by Floyd Woolever

PASSED AND ADOPTED BY THE COUNCIL OF THE VILLAGE OF NEW HOLLAND, OHIO, ON THIS 10th day of April 2023.

Joe Inskeep Y/N/A Joe Inskeep

Danny Kirkpatrick Y/N/A Danny Kirkpatrick

Greg Shaw Y/N/A Greg Shaw

Jimmy Thompson Y/N/A Jimmy Thompson

Floyd Woolever Y/N/A Floyd Woolever

Zachary Fisk Y/N/A Zachary E. Fisk

Upon roll call on the adoption of this Ordinance, the vote was as follows:

Council Votes Recorded: Yea 6 Nay 0 Abstain 0

ATTEST

VILLAGE OF NEW HOLLAND,
PICKAWAY COUNTY, OHIO

BY [Signature]
Mayor

BY [Signature]
Fiscal Officer

I the under signed, Clerk of the Council of the Village of New Holland, Ohio, do hereby certify that publication of this Ordinance was duly made by posting of a summary thereof at five public places in said municipality, as determined by the Council, each for the period of fifteen days, commencing on the 11 day of April, 2023. A complete text of the Ordinance may be obtained or viewed at the office of the Fiscal Officer of Village of New Holland.

[Signature]
Clerk of the Council of the Village of New Holland, Oh.