



3820 Cleveland Avenue, Columbus Ohio 43224

## **RESOLUTION**

Resolution number \_\_\_\_\_

**The Clinton Township Board of Trustees resolve the efficiency and convenience afforded the day-to-day operation of the township through the use of credit cards. However, credit cards are not to be used to circumvent the general purchasing procedures required by State Law. Therefore; credit cards may be used only for the following purposes:**

- 1) Township business travel, meetings, lodging, and meals or seminars subject to the reimbursement limits established by the Board. Receipts for the meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.
- 2) Gratuities are permissible only up to 20% of the bill
- 3) Purchase necessary for the day to day continued operation of township business.
- 3) Purchases from vendors that require a credit card as form of payment do not supercede the requirement of pre-approval of a purchase order for the purchase if in excess of \$2,500.00.
- 4) The use of the credit card over the internet and/or phone must be safeguarded at all times. Supporting documentation of the purchase must be provided by the vendor, by US mail or email. This documentation will act as a receipt.
- 5) All credit card purchases are to be tax-exempt. Card holders are responsible for assuring that all purchases are tax-exempt. If sales tax is charged on a purchase, the card holder must contact the vendor and request that the sales tax be refunded to the credit card with the appropriate supporting documents. If all efforts are exhausted to recover sales tax, a written explanation must be submitted to fiscal officer with your monthly statement.
- 6) Each credit card holder is responsible for retaining all receipts. If a receipt is missing, every effort must be done to obtain a duplicate receipt. If all efforts fail to obtain a duplicate receipt, a written explanation must be supplied with their monthly statement.

- 7) Credit receipts must be attached to each card holder's monthly statement, with fund line items used to direct expenditures to the appropriate department and/or fund. Monthly statements and receipts must be forwarded to the Fiscal Officer in a timely manner to avoid late payment charges.

**The use of the Board's credit card is prohibited for the following items:**

- 1) The purchase of personal goods/services for anyone not employed by the township
- 2) Payment of fines, penalties, or personal liabilities incurred by the employee or anyone else
- 3) Alcoholic beverages or tobacco
- 4) Cash advances

Carl Reardon, Chairman \_\_\_\_\_

Jane Cera, Vice Chairman \_\_\_\_\_

John Coneglio, Trustee \_\_\_\_\_

**Adopted the 7 day of December, 2016**

Attest: Deb Steele, FISCAL Officer \_\_\_\_\_