
SENECA REGIONAL PLANNING COMMISSION
BOARD

December 6, 2023

AMENDING THE AUTHORIZING RESOLUTION OF THE ISSUANCE OF A CREDIT CARD AND POLICY FOR THE USE OF THE CREDIT CARD FOR SENECA REGIONAL PLANNING COMMISSION DATED OCTOBER 6, 2016

Bill Frankent offered the following resolution and moved the adoption of the same, which was duly seconded by Mark Schock.

WHEREAS, Seneca Regional Planning Commission Board met this 6th day of December, 2023, in open and regular session, and

WHEREAS, the Seneca Regional Planning Commission has adopted the Seneca County Policy and Procedures, and

WHEREAS, Seneca Regional Planning Commission is not an appointing authority, therefore the Seneca County Policy and Procedures do not apply to Seneca Regional Planning Commission regarding the Credit Card Policy, and

WHEREAS, the Seneca Regional Planning Commission adopted a separate Credit Card Policy on October 6th, 2016

WHEREAS, the Seneca Regional Planning Commission would like amend the previous Credit Card Policy of October 6th, 2016 to remove any employee names or board member names from the Credit Card Policy and only use the position titles and include the Planning Specialist as an authorized approver and user of the credit card, and

WHEREAS, the Seneca Regional Planning Commission's requested changes have been made to the Credit Card Policy and is being presented to the Seneca Regional Planning Commission for their approval, and

WHEREAS, the Seneca Regional Planning Commission Board authorizes the use of a credit card to pay work related expenses including: food expenses; transportation expenses; gasoline and oil expenses; motor vehicle repair and maintenance expenses; telephone expenses; lodging expenses; travel expenses, conference expenses, and internet purchases as needed for the operations of Seneca Regional Planning Commission; and

WHEREAS, the Seneca Regional Planning Commission does not authorize cash withdrawal transactions from the credit card

WHEREAS, in order for Seneca Regional Planning Commission to obtain a credit card, Seneca Regional Planning Commission must apply to the board for authorization to have an officer and/or employee of Seneca Regional Planning Commission use a credit card held by the Seneca Regional Planning Commission, and such authorization request must state whether the card is to be issued only in the name of the office of Seneca Regional Planning or whether the issued card also shall include the name of a specified officer or employee; and

WHEREAS, the debt incurred as a result of use of the credit card shall be paid from monies appropriated to specific appropriation line items of Seneca Regional Planning Commission for the aforementioned work-related expenses; and

WHEREAS, the board of Seneca Regional Planning Commission is authorizing an officer or employee of Seneca Regional Planning Commission to use a credit card to pay specific classes of the aforementioned work-related expenses without submitting an estimate of those expenses to the board of Seneca Regional Planning Commission; and

WHEREAS, any credit card issued to Seneca Regional Planning Commission, regardless of store or bank account, must be registered with the County Auditor; and

FURTHERMORE, Seneca Regional Planning Commission must provide the County Auditor the Vendor name, remittance address, a completed W-9 if necessary, account number, a list of authorized signors, and chargeable allowance for each signor, where the credit card will be stored and procedure for release of the cards.

WHEREAS, the Seneca County Regional Planning Commission, has requested a credit card to be issued in the name of the Seneca County Regional Planning Commission and authorization for use by the Executive Director, from Croghan Colonial Bank to pay work related expenses including expenses for : food expenses; transportation expenses; gasoline and oil expenses; motor vehicle repair and maintenance expenses; telephone expenses; lodging expenses; travel expenses, conference expenses, and internet purchases as needed for the operations of Seneca Regional Planning Commission due to having to incur such expenses from time to time for employees, victims and witnesses, and the vendors of such services only accept a credit card to make reservations for the same; and

WHEREAS, the Seneca Regional Planning Commission adopts the following policy regarding credit card use:

- The Executive Director, the Planning Specialist, and the Board President are the designated persons who are empowered to authorize and approve credit card transactions.
- Executive Director, the Planning Specialist, and Board President, are the authorized users of the Seneca Regional Planning Commission Credit Cards;
- The maximum limit of available credit per credit card will be \$10,000.00;
- Employees shall sign a credit card user agreement before the issuance or use of any credit card for Seneca Regional Planning Commission (See Attachment A).
- The maximum limit of an individual transaction is \$5,000.00;
- Any credit card issued to Seneca Regional Planning Commission in either Seneca Regional Planning Commission's name or the staff member's name may only be used for official business and for the benefit of Seneca Regional Planning Commission;
- Consequences: Violation or misuse of the Seneca Regional Planning Commission credit card in accordance with this policy shall result in up to revocation of the card and/or other disciplinary action up to and including termination.
- Cardholders shall be personally responsible for any unauthorized expenditures and will be required to repay expenditures that are considered in violation of these policies;
- Cash withdrawals are not permitted;
- Employees authorized to use the Seneca Regional Planning Commission credit cards are responsible for providing all necessary documentation, required to process the payment, on a timely basis. A) Employees will submit credit card receipts no later than five business days after the purchase date. B) Employees will submit delivery receipts no later than two business days after the date merchandise is received. C) Employees will document internet purchases by printing out the purchase confirmation page from the vendor's website or the confirmation email. D) The original receipt with the appropriate purchase order will be submitted to the auditor with the credit card bill for payment. E) A copy of all receipts, appropriate purchase orders and credit card bills will be maintained in the Seneca Regional Planning Commission office.
- Cardholders are responsible for their issued credit cards.
- Cardholders must maintain their cards in a secure location. Each employee must know where their card is at all times to prevent misuse.
- Cardholders are responsible for reporting any fraudulent use or misapplication of the card to Executive Director and the County Auditor so that appropriate steps can be taken when necessary.
- Cardholders are responsible for immediately reporting a lost or stolen credit card.
- The Executive Director is responsible for reviewing, approving and signing off on cardholder receipts, assuring that all purchases are made per Seneca Regional Planning Commission policies.

WHEREAS, upon receipt of the request from Seneca County Regional Planning Commission, the Executive Director sent notice of the request to the County Auditor; and

NOW THEREFORE BE IT RESOLVED, this Board does hereby authorize the issuance of a credit card to the Seneca Regional Planning Commission and this Board does hereby authorize its use the Executive Director, the Planning Specialist, and Board President; and

BE IT FURTHER RESOLVED, that the said credit card shall be used to pay any work related expenses allowed and may be done so without submitting an estimate of those expenses to this Board; and

BE IT FURTHER RESOLVED, that the debt incurred as a result of use of the credit card shall be paid from monies appropriated to specific appropriation line items of Seneca Regional Planning Commission for the specific work-related expenses; and

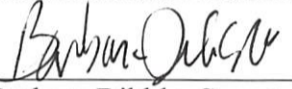
BE IT FURTHER RESOLVED, that the Seneca Regional Planning Commission approves the amendments to the Seneca Regional Planning Commission Credit Card Policy; and

RESOLVED, That the Secretary of the Board be and he is hereby authorized and instructed to certify copies of this resolution to Seneca County Auditor, SPRC, and be it further

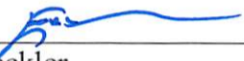
RESOLVED, That it is found and determined that all formal actions of this Board concerning and related to the adoption of this resolution were so adopted in an open meeting of this Board and that all deliberations of this Board and of any of its communities that resulted in such formal actions, were in meeting open to the public and in compliance with all legal requirements.



Scott Harrison President



Barbara Dibble, Secretary



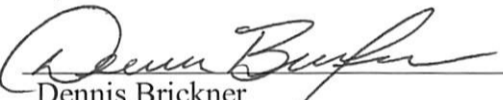
Eric Keckler



Jason Painter



Tyler Shuff



Dennis Brickner

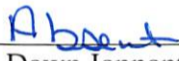
At-Large - Vacant



Vern Morter, Vice President



Bill Frankart



Dawn Iannantuono



Mark Shock



Anthony Paradiso



Kevin Roessner

Attachment A

SENECA REGIONAL PLANNING COMMISSION

CREDIT CARD USER AGREEMENT

I, _____, as an employee of Seneca Regional Planning Commission, accept personal responsibility for the safeguard and proper use of Seneca Regional Planning Commission credit card # _____, which has been assigned to me, in accordance with the terms outlined below.

I have read, understand and will comply with the Seneca Regional Planning Commission adopted Credit Card Policy.

I will not use the Seneca Regional Planning Commission Credit Card for any of the following purposes:

- Cash advances.
- Personal purchases.
- Personal gasoline and oil expenses; personal motor vehicle repair and maintenance expenses.
- Any purpose not specifically authorized by the credit card policy.

I will provide all necessary documentation to the Executive Director within the time specified:

- Itemized credit card receipts no later than five (5) business days after the purchase date, or within two (2) business days of return from travel status.
- Itemized delivery receipts no later than two (2) business days after the received date.
- Proof of Internet purchases with a copy of the purchase confirmation page from vendor's website or the confirmation email.

I understand that violation or misuse of the Seneca Regional Planning Commission Credit Card in accordance with this policy shall result in revocation of the card and/or other disciplinary action, including termination.

I understand that I will be personally liable for all charges that are inconsistent with the Seneca Regional Planning Commission's Credit Card Policy I incur to the Seneca Regional Planning Commission's credit card.

Employee Signature

Date _____