

ORDINANCE # O-3-2015

AN ORDINANCE ESTABLISHING A CHECK SIGNING POLICY FOR THE VILLAGE OF BOLIVAR; ESTABLISHING AN EMERGENCY

This policy is to regulate the signing of checks in the name of the Village of Bolivar, Tuscarawas County, Ohio.

WHEREAS, the use of official checks by officials of the Village of Bolivar needs to be regulated.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Bolivar, Ohio as follows:

SECTION 1. The following are the only individuals authorized to sign checks in the name of the Village of Bolivar, Ohio:

- 1.) Clerk/Treasurer
- 2.) Mayor
- 3.) Village Administrator
- 4.) Chairman of Finance

SECTION 2. Any use of Village checks shall be paid from monies appropriated to the specific appropriation line items of the Village of Bolivar, Ohio.

SECTION 3. If the Bolivar Village Council determines that there has been an inappropriate usage of Village checks, either beyond the appropriate level or for an inappropriate purpose, appropriate discipline shall be administered and/or the matter may be turned over to the Village Solicitor for possible criminal charges.

SECTION 4. Whenever an employee, authorized person, elected or appointed official who is authorized to use Village checks, suspects the loss, theft or possibility of unauthorized use of Village checks, that person shall notify the Mayor and Clerk/Treasurer immediately.

SECTION 5. The use of Village checks for any use other than those permitted, may be a criminal violation.

SECTION 6. This Ordinance is hereby declared to be an emergency measure and its passage is immediately necessary in order to preserve, protect, and maintain health, safety and welfare of the citizens of the Village of Bolivar, Ohio, and to protect the finances of the Village, and therefore this ordinance shall take effect and be in force immediately upon its passage and approval.

PASSED this 5th day of January, 2015.

Rebecca S. Hubble, Mayor

Attest:

Maria A. App, Clerk/Treasurer