

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No. _____

Passed _____, 20_____

2019-2

January 24,

19

AN ORDINANCE ESTABLISHING A CREDIT CARD POLICY IN COMPLIANCE WITH HB #312 FOR DESIGNATED VILLAGE EMPLOYEES FOR VILLAGE BUSINESS USE, AS AN EMERGENCY MEASURE

WHEREAS: The Village find that they are in need of establishing a Credit Card Policy to comply with HB #312 and has drafted the following regulation for use of the Village Credit Cards.

WHEREAS: Designated employees of the Village will be required to fill out the following form and be in agreement with the policy,

WHEREAS: The Fiscal Officer or Mayor shall determine which employees are eligible for the use of Village cards including Fuel Cards.

NOW THEREFORE BE IT ORDAINED by Council of the Village of Sabina three-fourths or more of the members elected thereto concurring that:

Section 1:

Eligibility

The Village Fiscal Officer or Mayor in the absence of the Fiscal Officer, shall maintain and authorize use of the credit card, by whom, and for approved purchases.

Section 2:

Procedure for Usage and Approvals

The application for the credit card shall be with Peoples Bank. The use of the credit card shall be controlled by the Fiscal Officer with the balance monthly approved by the Village Council. All purchases must be approved prior to executing a transaction by the Fiscal Officer or Mayor.

Section 3:

Allowable Uses

The credit card shall be used for, but not limited to, travel expenses, classes and registrations for training, emergency purchases of repair parts, postal and certified mailing, online orders for supplies and parts for operations, and concessions with big box stores for the Pool Enterprise. Under no circumstances shall the credit card be used for the purchase of alcohol. There will be no checks or cash advances associated with the account.

Section 4:

Receipts

The Fiscal Office is responsible for receiving and retaining all receipts related to credit card purchases. Receipts from purchases shall be given to the Fiscal Officer, for immediate purchases, the same day the purchase is made, with the return of the credit card and applicable purchase order. Purchases involving classes with overnight stays or travel shall require surrender of the credit card, receipts and purchase orders the first day the authorized user reports back to work.

Section 5:

Card Number Security

The procedure for credit card issuance, reissuance, cancellation, and reporting lost or stolen credit cards shall require immediate notification to the Fiscal Officer. The credit

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card shall be stored in a locked, secure safe in the Fiscal Office. The necessary steps will be the Fiscal Officer's responsibility or the Mayor's in the Fiscal Officer's absence.

Section 5:
Policy Violations

Acts of employees who do not follow the policy for the use of the Village credit care shall be subject to just cause for termination.

Section 6:
Authorization for Designee

I, _____, would like to designate
_____ as an
(Department Head)

authorized user of the Village of Sabina credit card.

Department Head Signature

Date

Designee

I, _____, hereby acknowledge that I have been designated as a user of the Village credit card. I understand that all charges that I make using the card will be approved by the Department Head before I use the card. I have been provided with and read the Village credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including the cancellation of my credit card usage or my termination.

Designee Signature

Date

Mayor

Date

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Fiscal Officer

Date

Whereas, this Ordinance shall take effect immediately by an Emergency Measure to comply with the passage of HB #312.

Passed this 24 day of January, 2019

Attest:


Nancy L. Cornell, Fiscal Officer

Approved by:


Michael Walls, President of Council


Dean Hawk, Mayor