

ORDINANCE NO. 2016-08__

AN ORDINANCE ESTABLISHING A CREDIT CARD USE POLICY, ENUNCIATING THE NECESSARY DOCUMENTATION FOR THE USE OF THE CREDIT CARD BY A VILLAGE EMPLOYEE; THE RESPONSIBILITY FOR CREDIT CARDS AND CREDIT ACCOUNTS AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to establish and enunciate a credit card usage policy for the sound fiscal management of the Village of Mount Sterling; and,

WHEREAS, the Council of the Village of Mount Sterling, with the deliberate and careful consultation of Lowell Anderson, Mayor and John Martin, Village Administrator, believes that it is essential that Council adopt a credit card usage policy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF MOUNT STERLING, MADISON COUNTY, OHIO AS FOLLOWS:

SECTION I.

The Council of the Village of Mount Sterling hereby declares that any credit card which the Village is financially responsible shall only be used by Village employees. Credit cards shall only be used to purchase goods and services for the Village of Mount Sterling. The Mayor and the Village Administrator shall approve all purchases prior to the credit card being given to the Village employee. Before the credit card is given to an employee of the Village of Mount Sterling, he or she shall sign a form acknowledging that he or she has taken possession of the credit card with the appropriate date and time. Further, the Fiscal Officer in conjunction with the Mayor and Village Administrator shall develop forms necessary to facilitate the intent of this Ordinance.

SECTION II.

Employees having possession of a credit card shall submit the vendor's slip, name of the vender, the amount of the purchase charged on the credit card. Further, the employee must provide to the vendor the necessary paperwork showing the transaction is exempt from sales tax. This minimum documentation must be submitted to the Fiscal Officer for his or her approval. Further, the Fiscal Officer, in conjunction with the State Auditor's Officer, may establish rules and procedures, he or she deems to be in the best interest of the Village of Mount Sterling. The Fiscal Officer shall notify Council of any changes to this policy he or she deems necessary to allow Council the opportunity to discuss and confer with the Mayor and the Village Administrator.

In the event of an unauthorized use of a Village credit card, the individual who used the credit card illegally shall be responsible for the full amount of the charge as well as any fees associated with the transaction, i.e. bank fees, collection fees, court cost, or any other applicable fee.

Any card used for the purchase of goods and services, which binds the Village financially shall be limited to One Thousand and 00/100 Dollars, (\$1,000.00). It is the responsibility of the Fiscal Officer to communicate to the provider of the card or account, this limitation. Further, only the Fiscal Officer can apply for a credit card or a card on account. Further, the Fiscal Officer shall report to Council any request by the Administration for additional lines of credit which encumbers the Village financially.

SECTION III.

That all other Ordinances and/or Resolutions in conflict herein are expressly repealed.

SECTION IV.

That the Clerk of Council, pursuant to O.R.C §731.23, shall cause to be published in a manner required by law, this Ordinance.

SECTION V.

This Ordinance is hereby declared to be an emergency measure and is necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the Village of Mount Sterling. The emergency existing is the continued sound fiscal management of the Village’s financial affairs. This Ordinance shall be in full force and effect upon the passage and signing by the Mayor.

PASSED:

ATTEST:

Bonnie Liff
Clerk of Council

Lowell Anderson
Mayor

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

Mark J. Pitstick, Law Director
Approved as to Form

I, Bonnie Liff, the Clerk of Council, hereby certify that the foregoing Ordinance No.2016-_____was published in the Madison Messenger for once a week for two consecutive weeks beginning on the _____ day of _____, 2016 and ending on the _____ day of _____, 2016.

Bonnie Liff, Clerk of Council