

**ORDINANCE NO. 07-19**

**Introduced by: Steve Keyes**

**AN ORDINANCE TO CREATE A CREDIT POLICY THAT IS IN COMPLIANCE WITH OHIO HOUSE BILL 312.**

**WHEREAS**, House Bill (H.B.) 312 of the 132<sup>nd</sup> General Assembly, Section 1, as codified and made applicable to the City through O.R.C. § 717.31, sets forth regulations and requirements for local government entities and political subdivisions to adopt a written policy for the use of credit card accounts; and

**WHEREAS**, H.B. 312 establishes new safeguards for credit card use and seeks to reduce credit card abuse for all local government entities and citizens across Ohio; and

**WHEREAS**, all local government entities must adopt a written policy addressing these requirements; and

**WHEREAS**, Council for the City of Bexley now wants to establish a credit card policy for the purpose of reflecting the requirements now in effect under H.B. 312, safeguarding the City against credit card fraud and abuse, and promoting responsible acquisition, management, and use of City credit cards.

**NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY:**

**Section 1.** That City of Bexley Employee Handbook shall be amended to include the document entitled "City of Bexley, Ohio Credit Card Policy" attached hereto as Exhibit A and incorporated herein by reference.

**Section 2.** That Council hereby expressly declares that the City of Bexley, Ohio Credit Card Policy attached hereto as Exhibit A shall serve as the exclusive written policy of the City for the use of credit card accounts and shall apply to all employees, officers, and departments of the City.

**Section 3.** That all prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereto.

**Section 4.** That this Ordinance is an emergency measure immediately necessary for the preservation of the public peace, health, and safety of this City and will take effect immediately upon signature of the Mayor.

Passed:

*March 26, 2019*

*Lori Ann Feibel*  
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Lori Ann Feibel, President of Council

*William Harvey*  
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William Harvey, Clerk of Council

*Ben Kessler*  
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Ben Kessler, Mayor

First Reading: 2-19-19  
Second Reading: *3-12-19*  
Third Reading: *3-26-19*

*Passed 3-26-19*

## Credit Card Use Policy & Procedure

### I. POLICY

- A. Authorization: The following officers or positions, are authorized to use the Credit Card held by the City of Bexley:
1. Mayor
  2. Chief of Police
  3. Service Director
  4. Assistant Service Director and designees
  5. Recreation and Parks Director and designees
  6. Information Technology Manager
  7. Communications Coordinator
  8. Finance Director
  9. Police and Service Employee Gas Card Users
- B. Uses: A Credit Card held by the City of Bexley shall be used only to pay the following work-related expenses:
1. Expenses authorized by an approved purchase order
- C. No late charges or financial charges shall be allowed as an allowable expense, unless otherwise authorized by the Auditor. Debt incurred as a result of the use of an authorized credit card, pursuant to this policy, shall be paid from monies appropriated to specific appropriation line items of the Appointing Authority for work-related expenses listed above.

### II. PROCEDURE

- A. The City of Bexley Credit Card may be used for purchases of less than \$3,000 without prior approval of the Mayor. Purchases at or exceeding \$3,000 require approval of the Mayor and must meet the requirements of the City of Bexley Use Policy.
- B. The City of Bexley Credit Card has a maximum individual card credit limit of \$15,000. The Finance Director has a maximum individual card credit limit of \$30,000 to accommodate larger purchases. The Mayor and Auditor have the right to establish lower maximum individual thresholds.
- C. The opening of a credit card account or the increase in credit card limits can only be approved by the Mayor and the Auditor.

- D. Credit card receipts for all expenditures shall be submitted to the Finance Director with a brief explanation of what the expenditure was for within 30 days of the purchase. An officer or employee is liable for reimbursement to the treasury for any amount for which he/she fails to provide itemized receipts as required by this policy. The City of Bexley shall keep statement data and proof of reconciliation, including receipts, on file for a period consistent with the record retention requirements of the law.
  
- E. Whenever any employee who is authorized to use a credit card held by the City of Bexley suspects the loss, theft, or possibility of unauthorized use of the card, the officer or employee shall notify the Finance Director immediately and in writing. If it is determined that there has been a loss, theft, or unauthorized use, the Finance Director shall immediately cancel the card.
  
- F. If the Finance Director determines there has been a credit card expenditure beyond the appropriated or authorized amount as provided in this policy, the Finance Director shall immediately notify the Auditor.
  
- G. Card user violations of this agreement will be investigated and may result in any or all of the following actions, but not limited to:
  - 1. Reimbursing the City for unauthorized expenses.
  - 2. Referral for criminal prosecution where applicable.
  - 3. Disciplinary action, up to and including, termination.
  
- H. Violations of credit card usage include but are not limited to:
  - 1. Purchase of items for personal use.
  - 2. Exceeding the credit card account line limit.
  - 3. Failure to return the credit card when card user is reassigned, terminated or upon request.
  - 4. Sharing the credit card or card account number with unauthorized users.