

AN ORDINANCE AUTHORIZING
AMENDING THE VILLAGE POLICIES ON USE OF CREDIT CARDS

Whereas, the Ohio Legislature has enacted new laws specifying requirements for municipalities in the use of credit cards; Now, Therefore,

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW LONDON, HURON COUNTY, OHIO, AS FOLLOWS

Section 1. That Section 143.18 of the Codified Ordinances, as they heretofore existed, be, and hereby it is, amended and restated in its entirety, to read as follows:

143.18 CREDIT CARDS.

A) The Policy of the Village is that credit cards may be provided to selected employees to facilitate the efficient work or necessary work-related purchases of its employees. As used in this Policy, "credit card account" means any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or gift card account related to the receipt of grant moneys; however, "Credit card account" does not include a procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the card account.

B) No debit card accounts will be established in the name of the Village, except for law enforcement purposes.

C) Village credit cards are to be utilized in accordance with the following rules:

- 1) Credit cards shall be issued in the name of the Village of New London only.
- 2) The maximum credit limit on any Village of New London credit card shall be: \$ 25,000.00

- 3) Credit cards may only be issued to persons in one of the following positions:
 - Fiscal Officer
 - Village Administrator
 - Water/Wastewater Superintendent
 - Utilities Foreman
 - Parks Supervisor
 - Tax Clerk
 - Police Chief
 - Other Individuals/Positions Designated in Writing by the Mayor and Village Administrator, with notice to Council.

4) Credit cards will be issued, or reissued, only through the Office of the Fiscal Officer, who will assign the same to a specific individual. The person receiving the same will sign a receipt and will be held personally responsible for the appropriate use and return of the credit card. Per State law, this includes that the specific individual signing for the card will be personally responsible to reimburse the Village for any expenses charged for which an *itemized* receipt is not submitted.

5) Credit cards are acquired to facilitate Village business only, and are *never* to be used to make personal purchases, except for Village business-related travel expenses which are in accordance with Village policies. It is expected that purchases will be limited to products that are immediately necessary in connection with performance of Village business and which are not already available through normal Village purchasing procedures. The use of a Village credit card for a personal purchase, other than approved travel expenses, or in a manner contrary to this Policy, may be considered a criminal offense and shall also

constitute grounds for disciplinary action, up to and including dismissal. No tips or sales taxes are to be charged to a Village credit card.

- 6) Unless a purchase has been *pre*-approved by the Village Manager or Fiscal Officer, or is part of a Village business-related travel activity that has been approved under the Village's current travel policy, no more than \$100.00 in retail charges may be placed on a Village credit card in any monthly billing cycle by any employee.
- 7) The itemized customer receipt for each charge shall be submitted to the Fiscal Officer within three (3) business days of the employee's return to work from making the purchase.
- 8) In the event that, for any reason, an employee should receive notice of an award, discount, credit, or voucher that arises from the use of a Village credit card, this shall be immediately forwarded to the Fiscal Officer. The Fiscal Officer shall annually file a report with the Council detailing all rewards received based on the use of the Village's credit card accounts.
- 9) An employee who has possession of a Village credit card is expected to maintain it either on his person or in a secure environment where it is not readily at risk for theft. An employee who has possession of a Village credit card is prohibited from loaning it to a non-employee or an unauthorized employee. If it should be lost or stolen, the same is to be immediately reported to the Fiscal Officer, who will immediately take appropriate action to report and/or cancel the same.
- 10) On request of the Fiscal Officer or Manager, and upon termination of employment, a person in possession of a Village credit card shall immediately surrender it to the Fiscal Officer or Manager.
- 11) The Fiscal Officer shall, at least quarterly, report to the Council the number of cards and accounts issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, and the cards' and accounts' credit limits.

Section 2. That the existing language in the New London Employee Handbook relative to "Credit Cards" be, and hereby it is, amended and restated in its entirety, to read as follows:

CREDIT CARDS

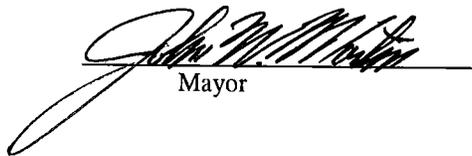
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Administrator, with notice to Council.

- 4) Credit cards will be issued, or reissued, only through the Office of the Fiscal Officer, who will assign the same to a specific individual. The person receiving the same will sign a receipt and will be held personally responsible for the appropriate use and return of the credit card. Per State law, this includes that the specific individual signing for the card will be personally responsible to reimburse the Village for any expenses charged for which an *itemized* receipt is not submitted.
- 5) Credit cards are acquired to facilitate Village business only, and are *never* to be used to make personal purchases, except for Village business-related travel expenses which are in accordance with Village policies. It is expected that purchases will be limited to products that are immediately necessary in connection with performance of Village business and which are not already available through normal Village purchasing procedures. The use of a Village credit card for a personal purchase, other than approved travel expenses, or in a manner contrary to this Policy, may be considered a criminal offense and shall also constitute grounds for disciplinary action, up to and including dismissal. . No tips or sales taxes are to be charged to a Village credit card.
- 6) Unless a purchase has been *pre*-approved by the Village Manager or Financer Director-Treasurer, or is part of a Village business-related travel activity that has been approved under the Village's current travel policy, no more than \$100.00 in retail charges may be placed on a Village credit card in any monthly billing cycle by any employee.
- 7) The itemized customer receipt for each charge shall be submitted to the Fiscal Officer within three (3) business days of the employee's return to work from making the purchase.
- 8) In the event that, for any reason, an employee should receive notice of an award, discount, credit, or voucher that arises from the use of a Village credit card, this shall be immediately forwarded to the Fiscal Officer. The Fiscal Officer shall annually file a report with the Council detailing all rewards received based on the use of the Village's credit card accounts.
- 9) An employee who has possession of a Village credit card is expected to maintain it either on his person or in a secure environment where it is not readily at risk for theft. An employee who has possession of a Village credit card is prohibited from loaning it to a non-employee or an unauthorized employee. If it should be lost or stolen, the same is to be immediately reported to the Fiscal Officer, who will immediately take appropriate action to report and/or cancel the same.
- 10) On request of the Fiscal Officer or Manager, and upon termination of employment, a person in possession of a Village credit card shall immediately surrender it to the Fiscal Officer or Manager.
- 11) The Fiscal Officer shall, at least quarterly, report to the Council the number of cards and accounts issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, and the cards' and accounts' credit limits.

Section 2. That this Ordinance is hereby declared to bear emergency measure necessary for the immediate preservation of the public health, safety, and welfare of the citizens of the Village and for the further reason that it is necessary to implement the proposed coverage and rates for the new insurance renewal date, and that, provided it receives the majority vote of two-thirds or more of those elected to Council, this Ordinance shall therefore take effect and be in force immediately from and after its passage and approval by the Mayor, and otherwise it shall take effect at the earliest period allowed by law.

PASSED: January 14, 2019


Mayor

ATTEST:
Nancy Howell
Fiscal Officer