

RECORD OF ORDINANCES

Ordinance No. 2019-1

Passed JANUARY 28 2019

**AN ORDINANCE AMENDING CHAPTER 240
(EMPLOYEE MANUAL OF PERSONNEL POLICIES AND REGULATIONS) OF
THE BALTIMORE CODIFIED ORDINANCES, IN ORDER TO
UPDATE THE CREDIT CARD POLICY, AND
THE DECLARATION OF AN EMERGENCY**

WHEREAS, the Village desires to amend its Employee Manual of Personnel Policies and Regulations in order to update the credit card policy provisions; and,

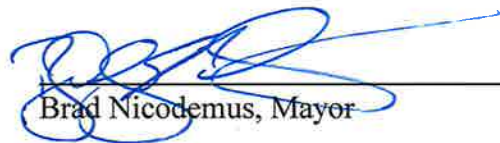
WHEREAS, Rules Committee has reviewed the updated provisions and amendments, and recommends adoption of the same by the Village; and,

WHEREAS, in order for the new policy to be in effect in a timely fashion, this ordinance needs to be adopted as an emergency;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL
OF THE VILLAGE OF BALTIMORE, FAIRFIELD COUNTY, OHIO,
THREE-FOURTH'S (3/4'S) OF ITS MEMBERS CONCURRING:

SECTION 1: That Section 5 (Purchase by Credit Card) of Section XIX (Purchasing/Credit Card/Depository Policy) of Chapter 240 of the Baltimore Codified Ordinances (Employee Manual of Personnel Policies and Regulations), is hereby amended by substitution. A copy of the new credit card policy provisions, titled "Credit Card Policy," is attached hereto in its entirety as Exhibit A. The remaining provisions of Section XIX (Purchasing and Depository Policy) shall remain in full force and effect.

SECTION 2: For the reasons noted in the preamble, this ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, morals, and welfare of the citizens of Baltimore, Ohio. Therefore, this ordinance shall become effective upon its passage by Council.


Brad Nicodemus, Mayor

DATE OF PASSAGE: 1-28-2019

EFFECTIVE DATE: 1-28-2019

ATTEST: 
Brian Bibler, Fiscal Officer

SPONSOR: Cosgray

APPROVED AS TO FORM: 
Jeffrey Feyko, Village Solicitor

CREDIT CARD POLICY

I Purpose

Credit cards provide an alternative purchasing mechanism when traditional payment/procurement methods are not feasible. The procedures and policies in place for the use of credit cards are in accordance with Ohio Rev. Code Section 717.31.

II Policy

Village credit cards will be used only when the items and/or services to be purchased are for the official use of the Village. Credit Cards will remain in the possession of the Fiscal Officer until signed out by an authorized individual who must have the permission of the Village Administrator or the Fiscal Officer to do so. **NO PERSONAL USE OF CREDIT CARDS WILL BE ALLOWED.**

1. Individuals authorized to use Village Credit Cards are identified as follows:
 - a. Fiscal Officer
 - b. All other designated employees that have been given permission by the Fiscal Officer or Village Administrator.
2. The following are the types of purchases the credit cards may be used for:
 - a. Overnight lodging for events on behalf of the Village of Baltimore
 - b. Meals while attending events on behalf of the Village of Baltimore. A maximum gratuity of 20% is allowable
 - c. Registration for seminars, conferences, and/or other registrations such as taking tests, training registrations, etc.
 - d. Overnight lodging for seminars and conferences
 - e. Service contracts that require credit card payments on-line
 - f. Operational supplies that require purchases on-line or that can be purchased at a lower cost by using a credit card.

The Village of Baltimore is exempt from Federal & State tax so in all cases, except for overnight lodging, a Blanket Tax-Exempt Form should be supplied prior to making any purchase. Any purchase made with tax applied to total will be the responsibility of the purchaser and not the Village.

3. The use of the credit card does not replace the requisition and purchase order process.
4. Alcohol, tobacco, and other items personal in nature may not be purchased with the credit card.

III Procedures

1. Each individual requesting use of the Village credit card must complete and sign a Use of Credit Card Form.
2. Each individual and/or purchaser authorized to use credit cards will sign the original receipt acknowledging the use of the credit card for work related purchase. The purchaser must provide a detailed receipt to the Fiscal Officer to be matched to the credit card statement. Purchases made by the Fiscal Officer will be matched to the credit card statement by the Village Administrator. Failure to submit original receipts will result in rejection of any and all charges not properly documented which could result in the employee being responsible for the incurred transaction and/or charges. The original receipt must be attached to the Use of Credit Card Form.

It is the responsibility of the employee making the purchase to ensure the completeness, accuracy, and legibility of the entries on the receipt.

3. A completed Use of Credit Card Form needs to be completed provided with the credit card receipt(s) to the Fiscal Officer the next business day after the purchase and/or twenty-four (24) hours after the return of the employee from any seminar/conference whichever applies.
4. The Fiscal Officer will monitor and review the credit card purchase for propriety and initial indicating review has been completed. If an employee reimburses the Village for an unsupported purchase, it should be documented on the Use of Credit Card Form and notification of such to the Village Administrator.

IV Credit Card Limit and Cash Advances

The Village's credit card account's maximum credit limit is established at \$7,500. Any and all cash advances are prohibited.

V Lost or Stolen Card

Employees who have a card in their possession at any time are responsible for notifying the Fiscal Officer immediately of any loss, theft, or unauthorized use of the card.

VI Non-Compliance

Violations of this policy will result in disciplinary action up to and including termination of employment in addition to any restitution that may be owed to the Village for the following:

- Charging personal items, including the purchase of alcoholic beverages,
- Unsubstantiated expenses,
- Cash advances or attempts at a cash advance,
- Any act of deception or fraud by the employee using the credit card, and
- Any employee that does not following the Village's credit card policy.