

ORDINANCE 2005-48
Passed October 4, 2005

AN ORDINANCE AMENDING SECTION 2, ITEM V, CREDIT CARD POLICY, OF THE PERSONNEL MANUAL FOR EMPLOYEES OF THE CITY OF POWELL.

WHEREAS, Council had previously established personnel policies in a policy manual for employees of the City of Powell pursuant to the provisions of Ordinance 2003-28, and

WHEREAS, Council has determined that it is necessary and desirable to amend those policies and procedures in accordance with the provision of the addition of Section 2, Credit Card Policy, to the manual which shall be effective immediately.

NOW THEREFORE BE IT ORDAINED BY THE MUNICIPALITY OF POWELL, DELAWARE COUNTY, OHIO AS FOLLOWS:

Section 1: That the Personnel Manual, Section 2, Item V, be amended as attached and incorporated herein by reference.

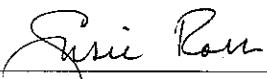
Section 2: That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of the Council and that all deliberations of the Council and any of the decision making bodies of the Municipality of Powell which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the Municipality of Powell, Delaware County, Ohio.

Section 3: That this Ordinance shall take effect at the earliest period allowed by law.

VOTE ON ORDINANCE 2005-48: Y 7 N 0

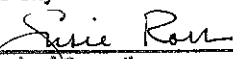


Dan Wiencek Date
Mayor 10/10/05

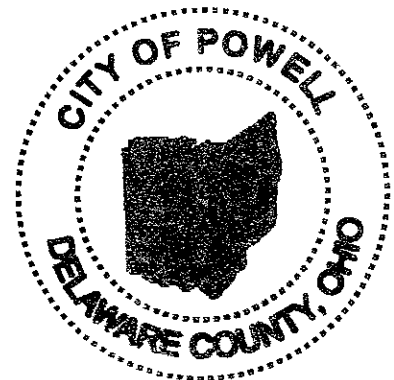


Susie Ross Date
City Clerk 10/24/05

This legislation has been posted in accordance with the City Charter on this date 10/25/05.



Clerk of Council



Personnel Manual – Section 2.

- V. Use of City Credit Card. City credit cards shall solely be used for official City business therefore personal use is forbidden. City credit cards shall not be used to obtain cash advances or cash equivalents such as bank checks, traveler's checks and electronic transfers. Use of a city credit card to purchase does not waive City purchasing procedures.

Bank credit cards are kept in the Finance Department and may be checked out only after completion of a bank credit card usage form that documents the anticipated purchases. The Finance Department will keep a log of the employees who have checked out a bank credit card and when it was returned. The bank credit card will be returned to the Finance Department within a reasonable limit. A bank credit card can be issued in the City's name and the City Manager, Finance Director or Department Head's name.

Each bank credit card shall have a limit of \$1,000.00 per day and \$15,000.00 per billing cycle. A blanket purchase order will be issued for each credit card.

Employee responsibilities:

1. Employees must retain transactional evidence to support all charges. The transactional evidence must be turned into the Finance Department.
2. Reimbursement for return of goods and/or services must be credited directly to the card account.
3. An employee is responsible to protect and retain custody of card while it is checked out to them. Lost or stolen cards must be reported immediately to the Finance Department.
4. Employees who use a City credit card are in a position of trust in regard to use of public funds. Improper or unauthorized use of the card may result in the employee being held liable for expenditures and/or legal/disciplinary action being brought against the employee.
5. Failure to adhere to these policies and procedures for the use of a city credit card may result in discipline up to and including termination.
6. Disputed transactions must be resolved with the supplier by the employee and their supervisor. The Finance Department must be informed of all disputed transactions.