

RESOLUTION NO. 4 , 2019

**A RESOLUTION REAFFIRMING THE CITY OF MONTGOMERY  
CREDIT CARD USE POLICY**

**WHEREAS**, the City of Montgomery did previously adopt an internal policy governing the use of credit cards, which policy was developed by the Administration, including the City Finance Director; and

**WHEREAS**, despite having an active policy in place for more than a year, which policy was shared with Council's Financial Planning Committee, the State of Ohio has mandated under R.C. § 9.21 that such policy be adopted by the Council; and

**WHEREAS**, Council by this Resolution is reaffirming the previously approved and adopted policy to meet State mandates.

**NOW THEREFORE, BE IT RESOLVED** by the Council of the City of Montgomery, Hamilton County, Ohio, that:

**SECTION 1.** The attached Credit Card Use Policy previously adopted and implemented by the Administration on January 2009 and revised August 2014 is hereby ratified and reaffirmed. The Administration is authorized as necessary to amend and update the policy from time to time, which amendments shall comply with state law and shall be reported to Council.

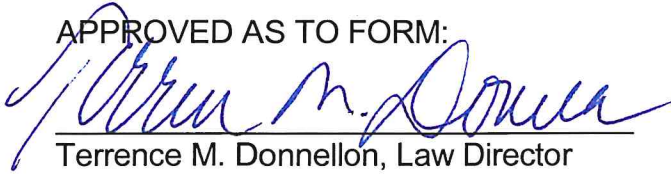
**SECTION 2.** This Resolution shall be in full force and effect from and after its passage.

PASSED: January 23, 2019

ATTEST: Connie M. Gaylor  
Connie M. Gaylor, Clerk of Council

Christopher P. Dobrozsi  
Christopher P. Dobrozsi, Mayor

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Terrence M. Donnellon", is written over a horizontal line. The signature is fluid and cursive.

Terrence M. Donnellon, Law Director



Policy No: VII-4(a)

Effective Date: January 2009

Revision Date: August 2014

## Policy Number VII-4(a): City Purchasing Cards

### Purpose:

The purpose of this directive is to name those City employees authorized to be issued City purchasing cards and to govern the proper use of those purchasing cards.

### Scope:

The City may acquire corporate purchasing cards for authorized City employees for expenses incurred consistent with City policy in the conduct of City business.

### Policy:

The following City employees are authorized to have purchasing cards issued on the City's behalf:

City Manager	Public Works Director
Assistant City Manager	Recreation Coordinator
Fire Chief	Police Chief
Finance Director	Community & Information Services Director
Community Development Director	Administrative Coordinator

When an employee leaves his/her position, the purchasing card issued to that individual will be cancelled.

The purchasing card shall be used for eligible travel and/or business expenses incurred by the authorized cardholders for the conduct of City business. The purchasing card is to be used solely for the purchase of a business nature. All charges will be paid through the appropriate budgeted accounts appropriated in the annual operating budget.

Prior to receiving the purchasing card, the individual accepting responsibility for the card will complete form **CARDHOLDER ENROLLMENT FORM (copy attached)** which requires the approval of the City Manager and the Finance Director. In addition, the employee will be required to complete and sign the **CARDHOLDER AGREEMENT** with the bank. Once both forms are completed and returned to the Finance Department, the individual will be assigned a purchasing card and a sales tax exemption card.

In a case when a transaction may be exempt from sales tax the employee shall present the sales tax exemption card.

Upon receiving the monthly statement from the Finance Department, the individual will then verify that the supporting documentation for the purchase matches the monthly statement received from the bank. Once the individual has reconciled the receipts to the monthly statement, the **statement along with receipts shall be stamped or marked "Approved for Payment," account number noted where the expenses should be charged to, signed by the authorized cardholder and** then submitted to the Finance Department for payment. Acceptance of all charges as shown and/or notification of any erroneous charges must be sent to the Finance Department within 15 days of the receipt of the monthly statement.

Any late payment fees associated with the delay in reconciling the monthly statement and the processing of payment will be the personal responsibility of the authorized cardholder.

If for some reason a customer receipt is missing to reconcile the monthly statement, a written explanation must be submitted for explaining the nature of the purchase. Please be advised that this is an exception. In all cases, it is the responsibility of the cardholder to obtain receipts for purchases made with a City purchasing card.

Use of a purchasing card, which is not in accordance with this policy, and/or any of the terms, agreements or procedures, may result in loss of card privileges and disciplinary action up to and including termination.

If a card is lost, the employee should first notify the Finance Department then call Fifth Third Bank Customer Service at 1-866-475-0729 to report the card lost or stolen. The bank suggests the employee call the 1-866 number because the bank will be asked to provide specific information about the last time it was used. After the bank is notified, the card will automatically be suspended, and a new card will be sent to you within 5 - 7 business days.

#### Vendor Specific Credit Cards

The Finance Department will maintain vendor specific credit cards which are to be used for small dollar, high volume, and repetitive purchases at local businesses. The vendor specific credit cards maintained will be the following:

- Kroger – to be used for obtaining food, beverages and foodservices supplies for City events.
- Office Depot – to be used for purchasing office products and supplies for City operations.
- Wal-Mart/Sam's – to be used for the purchase of products and supplies for City operations.

When a purchase is made using the card obtained from the Finance Department, the individual making the expenditure shall present the sales tax exemption card then return the card to the Finance Department along with documentation of the expenses, approval to pay and proper account code noted.

# CITY OF MONTGOMERY PURCHASING CARD ENROLLMENT FORM

## **Section I Approval**

A City purchasing card is requested for the following official/employee:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Individual Transaction Dollar Limit (not to exceed \$2,000.00): \$ \_\_\_\_\_

Monthly Dollar Limit (not to exceed \$2,500.00): \$ \_\_\_\_\_

Approved Signatures:

\_\_\_\_\_ City Manager

\_\_\_\_\_ Finance Director

## **Section II Cardholder's Responsibility**

I understand that the use of this City purchasing card to purchase goods and services for other than City business purposes is strictly prohibited and that such misuse of the card may result in disciplinary action up to and including termination of employment. I also understand that I may be held personally responsible for any unauthorized and/or non-business related purchases made on my assigned City purchasing card and by means of this document. I do hereby authorize the City Payroll Department to deduct any amounts determined to be of a personal nature, or late fees related to inability to promptly and properly submit the billing statement for payment, from my payroll.

I have read and understand the terms, agreements, policies and procedures related to the issuance of a City purchasing card to me and agree to the conditions noted above.

\_\_\_\_\_ Cardholder's Signature

\_\_\_\_\_ Date

## **Section III City of Montgomery Purchasing Card Responsibility**

Card Account Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Acknowledgment of Receipt by Cardholder: \_\_\_\_\_

As some of these items do not have an invoice, it is the responsibility of the individual using the credit card to request an invoice or receipt of payment from the vendor to meet the purchasing policy's payment documentation requirement. It will be the responsibility of each employee using a City credit to obtain a receipt for goods or services purchased with a City credit card. (See Purchasing Card Policy)