

**ORDINANCE NO. 600-05-14**

AN ORDINANCE TO ADOPT THE CREDIT CARD USE POLICY FOR THE VILLAGE OF ROAMING SHORES, OHIO, ATTACHED HERETO AND MARKED EXHIBIT "A", AND DECLARING AN EMERGENCY.

BE IT ORDAINED, by the Village of Roaming Shores, County of Ashtabula and State of Ohio:

SECTION 1. That the Credit Card Use Policy for the Village of Roaming Shores, Ohio is hereby adopted, as attached hereto and marked Exhibit "A".

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 this Council and that all deliberations of this Council or any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance is hereby declared to be an emergency measure in the interests of public peace, health and safety to comply with the recommendations of the State Auditor and shall, therefore, go into immediate effect upon its passage and signing by the Mayor.

Passed this 20th day of May, 2014

\_\_\_\_\_  
John Ball, Mayor \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Leeann Moses, Clerk/Treasurer

\_\_\_\_\_  
Kyle B. Smith, Solicitor

## **Exhibit A**

### **USE OF VILLAGE CREDIT CARDS FOR LOCAL AND INTERNET PURCHASES**

- (A) The use of Village credit cards for local and internet purchases of merchandise or services for the benefit of the Village of Roaming Shores shall be authorized by the appropriate department supervisor. The use of a Village credit card for personal expenses is specifically prohibited and such use will result in disciplinary action. No Village credit card shall be used for a cash advance.
  
- (B) Village credit cards are to be held by the Clerk-Treasurer and released to authorized personnel for specific purchases upon request. The card and all detailed receipts for purchases made are to be returned to the Finance Department upon completion of the intended use. Issuance and return of cards shall be recorded by type of card, name of user, and date.
  
- (C) Upon receipt of the monthly statement from the bank showing expenditures on the credit cards, the Clerk-Treasurer shall review each expenditure as to amount and purpose to determine if it is in compliance with this section and all guidelines for expenditures enacted by Council or provided by law.
  
- (D) No elected official shall be permitted to use a Village credit card, but shall be reimbursed for reasonable expenses incurred for travel on behalf of this Village upon presentation of receipts in accordance with policies established by Council.
  
- (E) An employee using a Village credit card for unauthorized purchases shall be required to reimburse the Village for the full amount of said purchases and shall be subject to disciplinary action.