

## **ORDINANCE # O-90-2014**

### **AN ORDINANCE ESTABLISHING A CREDIT/DEBIT CARD POLICY FOR THE VILLAGE OF BOLIVAR; ESTABLISHING AN EMERGENCY**

This policy is to regulate the use of credit/debit cards issued in the name of the Village of Bolivar, Tuscarawas County, Ohio.

WHEREAS, the use of these credit/debit cards by officials of the Village of Bolivar needs to be regulated.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Bolivar, Ohio as follows:

SECTION 1. A credit/debit card held by the employee, authorized representatives, and/or elected/appointed officials shall be used only for the following expenses for the Village of Bolivar, Ohio:

- 1.) Office supplies; to include postage and printing.
- 2.) Office equipment
- 3.) General operating supplies & materials as utilized for projects of the Village.
- 4.) Any other expense necessarily related to official business of the Village for its operation and concerns.
- 5.) Travel expenses; refer to Travel policy for description of covered expenses.

SECTION 2. The following are the only individuals authorized to utilize credit/debit cards issued in the name of the Village of Bolivar, Ohio:

- 1.) Clerk/Treasurer
- 2.) Chief of Police
- 3.) Village Administrator
- 4.) Street Superintendant

SECTION 3. The debit incurred as a result of the use of a credit/debit card shall be paid from monies appropriated to the specific appropriation line items of the Village of Bolivar, Ohio.

SECTION 4. If the Bolivar Village Council determines that there has been an inappropriate credit/debit card expenditure, either beyond the appropriate level or for an inappropriate purpose, appropriate discipline shall be administered and/or the matter may be turned over to the Village Solicitor for possible criminal charges.

SECTION 5. Whenever an employee, authorized person, elected or appointed official who is authorized to use a credit/debit card, suspects the loss, theft or possibility of unauthorized use of the credit/debit card, that person shall notify the Mayor and Clerk/Treasurer immediately.

SECTION 6. The use of a credit/debit card for any use other than those permitted, may be a criminal violation.

SECTION 7. The limit on each credit/debit card shall be up to \$1,000.00 per transaction, per day. Emergency purchases exceeding this amount would need prior authorization from the Mayor and Clerk/Treasurer.

SECTION 8. This Ordinance is hereby declared to be an emergency measure and its passage is immediately necessary in order to preserve, protect, and maintain health, safety and welfare of the citizens of the Village of Bolivar, Ohio, and to protect the finances of the Village, and therefore this ordinance shall take effect and be in force immediately upon its passage and approval.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Rebecca S. Hubble, Mayor

Attest:

\_\_\_\_\_  
Maria A. App, Clerk/Treasurer