

ORDINANCE
CHAPTER 43 - No. 2016-1

**AN ORDINANCE PROVIDING POLICIES AND PROCEDURES
REGULATING THE USE OF CREDIT CARDS PLACING
LIMITS ON THE USE OF CREDIT CARDS AND
ESTABLISHING PROCEDURES FOR RECORD KEEPING
PROCEDURES AND SECURING THE CREDIT CARDS**

WHEREAS, the Mayor and the Board of Aldermen of the Village of Folsom recognize the necessity for using credit cards and the need to establish policies and procedures for the use of said credit cards and proper record keeping to protect the public funds.

NOW THEREFORE, BE IT ORDAINED by the Village of Folsom, through the Board of Aldermen, the governing authority, that the establishment of any credit card accounts require the approval of the Board of Aldermen. All credit cards presently in use will be retained;

Credit cards shall be issued in the name of the Village of Folsom under the Tax Identification Number for the Village of Folsom, and shall be used for official business only. Credit cards shall not be used for routine/recurring purchases or single or recurring charges exceeding ONE THOUSAND TWO HUNDRED (\$1,200.00) DOLLARS during any monthly billing cycle. Credit cards shall not be used for payments of other accounts or bills which are paid on a monthly basis such as cell phone bills. The mayor may use the credit cards to make purchases exceeding \$1,200.00 with the approval of two members of the Board of Aldermen.

All purchases made with credit cards must be for budgeted items or must be approved by the Board of Aldermen of the Village of Folsom if the purchase does not involve a budgeted item. All purchases, which are not budgeted exceeding ONE HUNDRED (\$100.00) DOLLARS, require a purchase order.

Credit cards issued to the Village of Folsom cannot be used for purchases subject to the Public Bid Law.

BE IT FURTHER ORDAINED that the Municipal Clerk shall maintain a listing of all credit cards, including the name of the company issuing the card, the card number, the security code, the address and telephone number of the company issuing the credit card;

The Municipal Clerk is responsible for securing the Village of Folsom credit cards in her possession and keeping the cards under lock and key. The Municipal Clerk shall keep a log including the names of anyone who has been issued a credit card;

That all credit cards shall only be issued by the Mayor. A department head or supervisor may authorize the use of a credit card issued to him or her by an employee of his/her department, provided the card is returned to the department head or supervisor subsequent to the authorized use and in no case more than seventy-two (72) hours subsequent to the authorized use;

The issuance of all cards must be documented in writing. A list of the names of all individuals who have a credit card issued to them shall be kept by the Municipal Clerk along with a log, which shall include the following:

1. The purpose the credit card is to be used for;
2. A purchase order number for non-budgeted purchases exceeding ONE HUNDRED (\$100.00) DOLLARS;
3. Date and time of issuance of credit card;
4. An employee credit card agreement form with the signature of all employees issued credit cards acknowledging receipt of the card and a copy of this ordinance, which includes the credit card policy;
5. Written documentation signed by the Municipal Clerk showing the date of issuance and the name of the person to whom the credit card is issued.

BE IT FURTHER ORDAINED that any person who has been issued a credit card or is in the possession of a credit card shall immediately notify the Municipal Clerk if a card is lost, stolen and/or missing;

The Municipal Clerk shall immediately notify the Mayor of a missing, lost or stolen credit card and immediately cancel any card which is missing and notify law enforcement if there is a reason to believe the card has been stolen or misappropriated;

That any employee who is no longer employed must immediately return any credit card to the Municipal Clerk;

That the Mayor and the Municipal Clerk shall notify the District Attorney and Legislative Auditor of any misappropriation of funds;

That the Municipal Clerk shall provide a copy of each monthly credit card statement to the Mayor within thirty (30) days of receipt. The records will also be available for review by the members of the Board of Aldermen at Town Hall.

BE IT FURTHER ORDAINED that the employee or official using credit cards must obtain receipts and/or other documentation for all purchases. Said documentation must be furnished to the Municipal Clerk within seventy-two (72) hours of usage or within seventy-two (72) hours after a road trip;

That the Municipal Clerk is responsible for comparing and reconciling the card receipts, purchase log and purchase orders with the monthly statement for each card;

That the Municipal Clerk shall insure that all purchases are documented in a log and that the person using the card was authorized to do so and when a purchase order is executed, the Municipal Clerk shall verify that the purchase order authorized the use of the card and that the purchase order was executed properly and that the purchase order supports the purchase;

That the Municipal Clerk shall attach copies of any and all receipts and/or documentation relating to any and all credit card purchases to the monthly billing statement;

That the employee to whom the card is issued must acknowledge the receipt of said credit card in writing;

That the credit cards cannot be copied except by the Municipal Clerk for administrative purposes.

BE IT FURTHER ORDAINED that any employee or village official using said credit card without authorization may be subject to disciplinary action including but not limited to termination of employment;

That credit card shall not be used to purchase alcoholic beverages, tobacco products, prescription medication, or for purchases over ONE THOUSAND TWO HUNDRED (\$1,200.00) DOLLARS unless approved by two members of the Board of Aldermen;

That the credit cards may not be used for cash advances.

BE IT FURTHER ORDAINED any other ordinances which contain provisions contrary to or which are not in compliance with the ordinance are repealed. Nothing contained in this ordinance shall prevent the Mayor and/or the Board of

Aldermen from using a credit card in the event of an emergency, provided the procedures for declaring and documenting said emergency are followed.


BE IT FURTHER ORDAINED that fuel cards shall be issued for specific vehicles. Each employee shall have a personal PIN number issued for each card said employee is authorized to use. Mileage must be documented when gas is purchased for each separate vehicle. PIN numbers will be secured by the Municipal Clerk and any breach will be reported to the Municipal Clerk as soon as possible.

THE FINAL ADOPTION of the foregoing ordinance after public hearing was held, was duly moved and seconded, the roll was called and the following vote was taken and recorded as follows:

	<u>YEA</u>	<u>NAY</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Alderwoman Paulette Lee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderwoman Jill Mathies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Lance Willie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

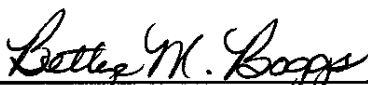
And the Ordinance was passed and adopted on this 11th day of July 2016.


Alderwoman Paulette Lee


Alderwoman Jill Mathies


Alderman Lance Willie

Approved by:


MAYOR BETTYE M. BOGGS
VILLAGE OF FOLSOM

CERTIFICATE

I, Andree Core, Municipal Clerk of the Village of Folsom, certify that the above and foregoing pages constitutes a true and correct copy of a Ordinance passed and adopted on the 11th day of July 2016.

In Faith Whereof, witness my official signature on this 11th day of July 2016.



ANDREE CORE
Municipal Clerk
Village of Folsom