

FIRST READING 11/24/2021
SECOND READING 12/08/2021
THIRD READING 12/22/2021

CITY OF STRUTHERS
Ordinance

NO. 21-073

***AN ORDINANCE ESTABLISHING A CREDIT CARD POLICY FOR THE
CITY OF STRUTHERS.***

WHEREAS, the City of Struthers deems it necessary to establish a credit card policy in compliance with the provisions pursuant to Ohio State law and public policy governing usage of the credit card and appropriate oversight controls; and

NOW, THEREFORE, BE IT ORDAINED by Council for the City of the Struthers, Ohio, $\frac{3}{4}$'s of all members elected thereto concurring:

SECTION 1: A copy of said policy is marked Exhibit "A" and attached hereto and made part thereof.

SECTION 2: This ordinance shall take effect upon its passage and approval by the Mayor and be in full force from and after the earliest period allowed by law.

PASSED IN COUNCIL THIS 22nd DAY OF December, 2021.

Megan R. Shorthouse
CLERK OF COUNCIL

Michael S. Patrick
PRESIDENT OF COUNCIL

FILED WITH THE MAYOR THIS 22nd DAY OF December, 2021.

Megan R. Shorthouse
CLERK OF COUNCIL

APPROVED BY THE MAYOR THIS 22nd DAY OF December, 2021.

Catherine Cercone Miller
MAYOR

PUBLISHED IN THE HOMETOWN JOURNAL

DATE: 01/06/2022-01/13/20222

Megan R. Shorthouse
CLERK OF COUNCIL

FIRST READING 11/24/2021
SECOND READING 12/08/2021
THIRD READING 12/22/2021

CITY OF STRUTHERS
Ordinance

Exhibit “A”

NO. 21-073

Exhibit A

This City of Struthers Credit Card Policy is setting parameter, policy and procedures for Credit card use. The City of Struthers has two types of Credit cards that are covered under this policy.

Type 1 Commercial Mastercard Bank Card.

Type 2 Store Credit Card.

1. General Information for a commercial Mastercard provided by the City of Struthers banking institution.

This describes the procedures for appropriate credit card use of a general commercial credit card. This y is not intended to set parameter for store credit cards that can be removed from the Auditor’s office. This credit Card will be established through the City of Struthers banking institution. The card will be kept in the sole possession of the Auditors Office. No employee shall remove the card from the Auditor’s Office. The purpose of acquisition of a credit card is to acquire goods and services that can not be easily obtained without a credit card.

2. General Information for credit cards to be used at commercial store locations

(Example: Lowes and Sam’s Club)

This describes the procedures for appropriate credit card use of commercial store credit cards. This is not intended to set parameter for the commercial Mastercard that can not be removed from the Auditor’s Office. Store credit cards shall be kept in the Auditor’s office. Department heads and their appointees shall remove the credit card for use by obtaining the card from the Auditor’s office. The card must be signed in and out and a log must be completed. A log will be provided. The employee shall leave the original receipt upon return of the card and make a copy to keep for their records. Each employee is responsible for the security of the card and for the purchase when made.

A. Purchasing guidelines

All City purchasing requirements are in effect for all Credit card purchases. All requests for use of the credit card shall be made in writing to the Auditor and preapproved by the Safety Service Director. The city will not reimburse or pay for sales tax. Sales tax charges, if applied, will be the responsibility of the employee. Therefore, the employee using the card is responsible to ensure that sales tax is not applied.

B. Misusing the Credit Card

The credit card represents the City’s trust. Each user assumes the responsibility for the proper use of the credit card.

The Credit Card cannot be used for the following:

Cash advances

Traveler’s checks

Personal items or services

Capital equipment

Entertainment and entertainment venues

Purchase of alcoholic beverages

Purchase of tobacco

Use of the credit card is at the sole discretion of the Auditor.