

CITY OF DYER, ARKANSAS

ORDINANCE NO. 2023-02-28-03

AN ORDINANCE AUTHORIZING THE MAYOR TO SECURE A CREDIT CARD FOR PURPOSES OF AIDING IN PURCHASING AND TRAVEL EXPENSES, ADOPTING POLICIES AND PROCEDURES FOR THE CREDIT CARD, REPEALING ANY OTHER CONFLICTING ORDINANCES, AND OTHER RELATED PURPOSES.

WHEREAS, the City of Dyer has determined that it would be in the city's best interests to obtain a credit card with limited credit limit to facilitate purchases including travel expense for the city.

THEREFORE, be it ordained by the City Council of the City of Dyer, Arkansas, as follows:

SECTION 1: The City of Dyer, Arkansas, City Council hereby authorizes the mayor to obtain a city credit card from Citizens Bank & Trust Company and execute the necessary documents.

SECTION 2: The card and its use shall be governed by the policies and procedures attached hereto as Exhibit A and hereby incorporated by reference.

SECTION 3: Any other City ordinance or provision of any City ordinance purporting to act under A.C.A. § 14-42-107 prohibiting City officials from holding interests in contracts with the City of Dyer is hereby repealed.

SECTION 4: This ordinance is deemed important for the immediate protection and preservation of the public peace, health, safety, and welfare of the citizens of Dyer, Arkansas, because the current situation without a credit card has prohibited the City's employees from being able to attend necessary training for the City's water, sewer, police, and fire departments and obtaining training is necessary to ensure well trained employees will be able to continue to provide safe and reliable services including emergency services to the City's residents. Therefore, an emergency is hereby declared and this ordinance shall take effect and be in full force after its passage, approval, and publication

PASSED AND APPROVED THIS 28TH DAY OF FEBRUARY 2023.

APPROVED:


MAYOR

ATTESTED:


RECORDER-TREASURER

**EXHIBIT A
TO CREDIT CARD ORDINANCE CITY OF DYER
(EFFECTIVE JANUARY 2023)**

CREDIT CARD POLICY

The City will have use of a credit card and fuel card to purchase limited materials, supplies, and services, and to facilitate other necessary transactions where the use of a credit card would expedite the transaction in an efficient manner. Credit cards will be used only for the registration and pre-approved travel expenses related to training, conferences, and/or workshops, and prepayments required by vendors *where **no other form of payment is accepted***. **Personal uses of the credit card are strictly prohibited.**

Purchases made via the credit card must comply with the City's procurement and financial policies and purchasing guidelines. A credit card is a method of payment and must conform to the City's procurement and financial policies. In addition, all purchases made with the credit card must adhere to the approved operating budgets. **Cash advances using the credit card are strictly prohibited.**

It is the policy of the City to minimize the number of credit cards that are maintained by the City. As such, the City only will use a major credit card that is accepted by virtually all merchants. The use of a merchant-specific credit card that cannot be used for purchases made at other stores is prohibited. A fuel credit card may also be obtained for issuance to employees and officials traveling for City business but will be governed by the same policies.

The City will establish a credit card with a limit of **\$2,500**. The card holder is solely responsible for all charges made to the credit card. Inappropriate use of the credit card will result in disciplinary action of the employee.

The credit card should not earn points, rewards or cash back.

OR

Points, rewards, or cash back earned using the City credit card belongs to the City or program budget that is charged and can only be used for housing activities associated with the City or project. The credit card cannot be used as a payment method if a transaction or convenience fee is incurred.

City employees that are issued a City credit card are required to use the City-issued credit card for permitted Agency business. Use of a personal credit card for permitted Agency business is not allowed unless it is an emergency or prior approval has been obtained from the City Council.

CREDIT CARD PROCEDURES

The following credit card procedures are to be followed: 1) authorized credit card holder; 2) employee responsibility; 3) use of credit card; 4) return of goods/purchases; and 5) account reconciliation process.

Authorized Credit Card Holder

The Mayor shall have available upon approval of the City Council a credit card to be used *ONLY* for goods or services for the official business of the City. The Mayor will be required to complete a *Credit Card Use Agreement* form. The form provides a list of requirements accepted by the card holder and an understanding of disallowed activities and cost.

Employee Responsibility

The Mayor is responsible for the proper use and safeguarding of the credit card issued in his or her name. The Mayor must immediately report any card that is stolen or that has fraudulent activity.

The Mayor is responsible for the purchases made on the credit card. If the Mayor delegates use of the card to other individuals, the Mayor is ultimately responsible for all charges against the card.

Inappropriate use of the credit card for transactions not related to City business may result in disciplinary action. The Mayor will be responsible for any unauthorized purchase related to the misuse of the credit card.

The credit card shall be returned to the Recorder/Treasurer **BEFORE** the Mayor leaves the job as Mayor of the City.

The Mayor is prohibited from using his or her personal credit card and seeking reimbursement unless it is an emergency or prior approval has been obtained from the City Council.

Use of Credit Card

The Mayor may make purchases in person, by phone, or on the internet. Items must be shipped to the City business address. Telephone and internet purchase must be made with reputable vendors only and the vendors must be notified at the time of purchase that the City is tax exempt.

The City's credit card may not be used for the following purchases:

- Office equipment
- Routine purchase of maintenance supplies, office supplies, or services that can be purchased using a purchase order, unless approved by the Board
- Maintenance tools and equipment over \$250
- Personal items of any kind

Return of Goods/Purchases


The Mayor is responsible for returns of goods purchased by the credit card and returns should be credited back to the card. Cash refunds are strictly prohibited.

Account Reconciliation Process

When the credit card is used, the guidelines below shall be followed:

- The Mayor must retain all receipts, credit card slips, and other documentation supporting any charges against the card and submit same to the Recorder/Treasurer;
- Pay the credit card statement in full each month; and
- Before payment is made, the Recorder/Treasurer will review the costs and initial each monthly credit card statement as approved.

I understand and acknowledge the foregoing policies and procedures for the Dyer City Credit Card.



Mayor



Date