

CITY OF VON ORMY, TEXAS

ORDINANCE NO. 2010-57

**AN ORDINANCE ESTABLISHING A CREDIT CARD POLICY
FOR THE CITY OF VON ORMY**

WHEREAS, there are situations whereby a City issued Credit Card is necessary to complete business transactions for the City of Von Ormy; and

WHEREAS, it is therefore necessary to establish a City wide Credit Card Policy in order to ensure that all city purchasing policies are being followed and to provide for the safekeeping of city issued credit cards; and

WHEREAS, Council desires to establish this policy.

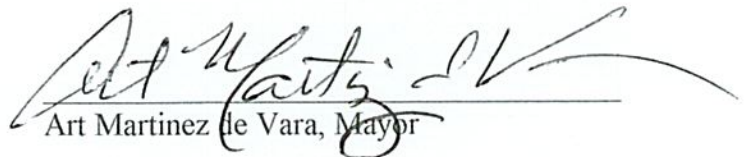
NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VON ORMY, TEXAS;

SECTION 1. There is hereby established a Credit Card Policy for the City of Von Ormy which is more fully explained in Exhibit A, a copy of which is attached hereto and incorporated herein as if fully written.

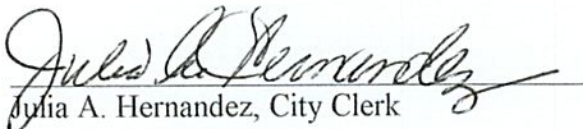
SECTION 2. This Ordinance shall supersede all previously adopted Ordinances in direct conflict herewith.

SECTION 3. This Ordinance is to take effect immediately after its passage.

PASSED, APPROVED AND ADOPTED THIS 17th DAY OF NOVEMBER, 2010.


Art Martinez de Vara, Mayor

ATTEST:


Julia A. Hernandez, City Clerk

CREDIT CARD POLICY (Exhibit A for Ordinance 2010-57)

The City recognizes the efficiency and convenience afforded the day-to-day operation of the City through use of credit cards under the supervision of the City Administrator.

Therefore, the City authorizes the use of credit cards in the following manner:

A. Gasoline Credit Cards and/or Gas Cards

1. Gasoline credit cards and/or gas cards are distributed and used only by designated employees and/or volunteers under the supervision of the department supervisor.
2. Gasoline credit cards and/or gas cards shall only be used by City employees and/or volunteers conducting business on-behalf of the City and must relate to a City owned vehicle.
3. Itemized receipts shall be turned in with the gasoline credit card and/or gas card at the end of the next business day upon the employee's return to their normal work schedule. Failure to turn in receipts may result in the charges being deemed unrelated or unsubstantiated. The user shall be responsible for any unsubstantiated or unrelated purchases.
4. The departmental supervisor is responsible for the security and monitoring for proper use. Repayment of any unsubstantiated or unrelated purchases will also be the responsibility of such employee and departmental supervisor.

B. Bank and/or Store Credit Cards

1. All bank and/or store credit cards issued to and in the name of the City shall be held and supervised by the City Administrator. Bank and/or Store Credit cards may be signed out by any employee or volunteer of the City upon approval of the City Administrator and shall only be used for approved City-related activities.
2. All purchases made with a bank and/or Store Credit Card shall be preceded by an approved purchase order.
3. Bank and/or Store Credit Cards may be used by City employees for the following City related transactions:
 - a. Transportation reservations and expenses; Conference registrations; Hotel reservation guarantees,
 - b. Purchases from a vendor who does not accept purchase orders or vouchers without prior account approval or established credit;
 - c. Certain recurring transactions where it is cost-efficient to pay for such transactions or items;
 - d. Purchases considered an emergency and necessary to conduct City operations.

4. Itemized receipts and appropriate form(s) are to be turned in to the City Administrator or City Clerk at the end of the next business day upon the employee's return to their normal work schedule. Failure to turn in receipts and appropriate form(s) may result in the charges being deemed unrelated or unsubstantiated. The user shall be responsible for any unsubstantiated or unrelated purchases.

5. The applicable department supervisor is responsible for keeping a record of all bank credit card use. Any repayment of any unsubstantiated or unrelated purchases will also be the responsibility of such employee and departmental supervisor.

C. Payment Schedule of all types of Credit Cards

1. All Credit Card balances for City issued Credit Cards shall be paid in full and on time on a monthly basis or as determined by the respective Credit Card payment schedule to prevent the accumulation of interest rate charges.

D. Transaction Limits

1. All Credit Card transactions shall be limited to \$250, unless otherwise authorized and approved by City Council.

In the event the employee has performed due diligence in obtaining an itemized detailed receipt but was lost and/or misplaced, the employee may complete a City of Von Ormy Lost Credit Card Receipt Form and submit to the City Administrator for review. Such requests will be processed on a case by case basis and evaluated accordingly depending upon the item purchased.