

(Mayor Potter)

CITY OF KIRTLAND

RESOLUTION NUMBER 25-R-15

A RESOLUTION RATIFYING AND ADOPTING THE CITY'S CREDIT CARD POLICY AND DECLARING AN EMERGENCY.

WHEREAS, Section 9.21 of the Ohio Revised Code requires the legislative authority of a political subdivision to adopt a written policy for the use of credit card accounts; and

WHEREAS, the City of Kirtland uses credit card accounts from time to time; and

WHEREAS, Council has previously adopted a written credit card policy to comply with said statute and desires a modification to increase credit limits and remove one party from the authorizations, a copy of said policy is attached hereto and made a part hereof as Exhibit A.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Kirtland, County of Lake and State of Ohio, that:

SECTION I: The City's credit card policy is hereby ratified and adopted, a copy of said credit card policy being attached hereto, marked as Exhibit A, and incorporated herein as if fully rewritten. Unless modified by Council at a later date, said policy shall be incorporated into, and made a part of, any employee handbook.

SECTION II:

(a) It is found and determined that all formal actions of this Council concerning and relating to the passage of this resolution were passed in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

(b) This resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reason that it is necessary to ratify said policy for the protection of City funds. Therefore, this resolution shall be in full force and effect on the seventh day upon its passage by the affirmative vote of five (5) members of Council and approval by the Mayor, otherwise this resolution shall be in effect from and after its adoption at the earliest period allowed by law.

First Reading: _____
Second Reading: _____
Third Reading: _____

DATE PASSED: _____

President of Council

Submitted to the Mayor for his
Approval on this _____ day of
_____, 2025.

ATTEST:

Approved by the Mayor on this _____
day of _____, 2025.

Clerk of Council
Credit Card Policy 2025

Mayor Kevin F. Potter

City of Kirtland

Credit Card Policy

Purpose: To develop a policy on the appropriate use of the City of Kirtland's issued credit cards by authorized individuals as stated in this document, in the ordinary course of City business. Any use is intended to facilitate the efficient acquisition of goods or services.

Custody: All City issued credit cards will be solely maintained by the Finance Department in a locked and inconspicuous location. In order for an authorized user to obtain their card, they must complete the sign out sheet with the Finance Department. Cards are required to be returned to the Finance Department and signed in at the end of each business day. A card user may request to hold the card beyond the end of the business day based on a valid business reason. Consideration by the Finance Department will be given on an as needed basis.

Authorized Users and Spending Limits: The following individuals will be issued cards to make allowable purchases as set forth in this policy.

User	<u>Spending Limit</u>
Mayor	\$2,000.00
Finance Director	\$2,000.00
Fire Chief	\$2,000.00
Police Chief	\$2,000.00
Service Director	\$2,000.00
Senior/Community Center Director	\$2,000.00

At the discretion of each authorized individual, the credit card may be loaned to another employee of the City of Kirtland for the purpose of making a purchase within the guidelines of this policy. The authorized user is responsible for any purchase made by the employee who the card was loaned.

Authorized individuals and credit limits are reviewed as needed.

Authorized Uses: The City authorizes card users to make purchases on the City's behalf in the ordinary course of their job responsibilities with the City of Kirtland except as noted in the "Prohibited Use" section.

Note: All expenditures made using the credit card are exempt from Ohio sales tax. Employees are responsible for informing vendors of the sales tax exemption. State of Ohio sales tax exemption is available from the Finance Department.

Prohibited Uses Include but are not Limited to:

- Personal use of any kind
Uniform and shoe reimbursements as defined in CBA's
- Tuition
Meal reimbursements in excess of daily meal allowances, unless approved by an executive order signed by the Mayor
Alcohol
Entertainment
Repairs, maintenance, and gasoline for personal vehicles
Cash advances or ATM withdrawals

At the discretion of the Finance Director, any purchase not included in the above list may be deemed ineligible. All ineligible purchases will be reimbursed by the individual that made the purchase.

Note: The use of the card shall not be tied to any type of reward system that provides the individual any personal benefit or reward.

Documentation Requirements: Each use of the credit card shall be accompanied by an authorized requisition and an original *detailed* itemized receipt clearly identifying the purchase. All purchases made online will include the order confirmation and original packing slip and/or return receipt. All general supply and equipment purchases must include a "credit card order request" form documenting three separate vendor quotes.

These required documents must be submitted to the Finance Department as soon as possible. Users who submit incomplete documentation can be held personally liable for the charge made on the City issued credit card.

Lost, Stolen and Damaged Cards: The loss or theft of a credit card must be immediately reported to the Finance Department.

****The City of Kirtland maintains the right to cancel, modify or change the terms of any or all credit cards at any time.****

****At the discretion of the Finance Director, all sections of this policy may be modified at any time.****

Cardholder Agreement

_____, acknowledge and accept the conditions listed in the City of Kirtland's "Credit Card Policy" which govern the use of the City issued credit cards. I further understand that any violations with this policy will be cause for immediate revocation of my authorization to use this credit card and may result in disciplinary action.

Signature

Date

Credit Card Order Request

(3 separate vendor quotes must be obtained)

Quote#	Vendor	Description	Amount
1			\$
2			\$
3			\$

Quote#_ will be used to place order.