

(First Published in the Columbus Daily Advocate May 23, 2008)

**ORDINANCE NO. 1238**

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLUMBUS, KANSAS, ESTABLISHING CHAPTER 1, SECTION 1-904 OF THE CODE OF THE CITY OF COLUMBUS, KANSAS, AND ARTICLE XII, SECTION XII-12 IN THE PERSONNEL REGULATIONS FOR THE EMPLOYEES OF THE CITY OF COLUMBUS, KANSAS, TO IMPLEMENT A LIMITED CREDIT PURCHASE CARD PROGRAM

WHEREAS, a limited credit purchase card policy shall be implemented by the City of Columbus, Kansas, to accommodate some of the immediate needs of the City Clerk, Chief of Police, City Administrator and City Superintendent, to be used only when necessary and to serve the best interests of the City when making necessary purchases not suited to normal purchasing procedures.

WHEREAS, detailed credit purchase card procedures establishing strong internal control shall be established and shall also be incorporated into the *Personnel Regulations for the Employees of the City of Columbus, Kansas*.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF COLUMBUS, KANSAS.

SECTION 1: That the *Code of the City of Columbus, Kansas*, Chapter 1, Administration, Section 1-904, and the *Personnel Regulations for the Employees of the City of Columbus, Kansas*, Article XII, Special Provisions, Section XII-12 shall be established:

New City Code Section 1-904. CREDIT CARD POLICIES.

New Personnel Regulation Section XII-12. CREDIT CARD POLICIES.

The City of Columbus, Kansas, is implementing a limited credit purchase card program to be used when necessary by the City Clerk, Chief of Police, City Administrator and City Superintendent for flexibility when purchasing items or services, such as travel expense, needed immediately and not suited to the City's routine purchasing procedures.

- (a) Department heads shall each be responsible for a credit purchase card in the amount of each department head's spending limit: City Clerk, \$2500.; Chief of Police, \$2000.; City Administrator, \$4000.; City Superintendent, \$2000.
- (b) Cards are to be used only by the department head to whom the card is issued and for authorized City purchases only. Any use of the card for private or personal purchases is prohibited, and any such use will result in disciplinary action and/or possible termination of employment. Continued failure to submit

detailed invoices to support monthly charges could result in the loss of credit purchase card privileges and/or disciplinary action. Availability of the purchase cards does not modify or invalidate the City's official purchasing policies and procedures regarding bids, price quotes, etc.

(c) The City Clerk shall review all charges and maintain records of each card including detailed written receipts and invoices, purchase and activity logs showing all activity on each card, and reconciliation of each billing statement. The City Administrator shall also review invoices, receipts, purchase and activity logs and monthly statements of all credit purchase cards.

(d) Either the cardholder or the City Clerk should note the budgetary account number to be charged on the invoice or sales receipt.

(e) Each cardholder shall obtain and be responsible for the required purchase documentation in the form of a detailed written invoice or sales receipt obtained at the time of purchase. The cardholder shall provide the original invoices and receipts to the City Clerk for entry into the purchase log. The invoice shall include a notation by the card holder stating the exact business purpose of the purchase. In the event that an invoice is lost or unavailable, the card holder shall submit a written, detailed statement describing the business purpose of the charges.

(f) The cardholder is responsible for informing the merchant when a purchase is tax exempt and to provide the merchant with a copy of the City's tax exemption certificate.

(g) Periodic audits of the credit purchase card accounts will be conducted by the City Clerk, City Administrator, Budget Committee or independent auditors.

(h) Monthly reconciliation statements showing credit purchases and payments shall be submitted for review by the City Council.

(i) Any lost or misplaced credit card shall be reported immediately to the City Administrator and City Clerk.

SECTION 2: All ordinances, resolutions or policies or parts thereof in conflict herewith are hereby expressly repealed insofar as they conflict herewith.

SECTION 3: This ordinance shall take effect and be in force from and after passage and publication in the official city newspaper.

PASSED and APPROVED by the Governing body this 19<sup>th</sup> day of May, 2008.

ATTEST:

  
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JANICE BLANCETT, CITY CLERK

  
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HARLEY MCDANIEL, MAYOR

(SEAL)