

RECORD OF ORDINANCES

Dayton Legal Blank, Inc.

Form No. 30043

Ordinance No. 107-10

Passed December 13, 20 10

12/7/10-gmk
(Personnel & Safety)

Ordinance No. 107-10

An ordinance adopting the City of North Canton's Policy and Procedures for Credit Card use and declaring the same to be an emergency.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON;
COUNTY OF STARK; STATE OF OHIO:

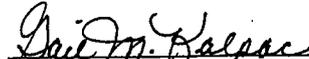
- Section 1. That the City of North Canton's Policy and Procedures for Credit Card use, be, and the same is hereby adopted.
- Section 2. That a copy of said Credit Card Use Policy, be, and is hereby attached hereto and incorporated herein as if fully rewritten herein.
- Section 3. That if a provision of this ordinance is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision of this ordinance.
- Section 4. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety and peace of the City of North Canton and further necessary for the timely implementation of the City's Credit Card Use Policy and Procedures; wherefore, provided it receives the affirmative vote of six (6) or more members of Council elected thereto, this ordinance shall take effect and be in full force immediately upon its adoption by Council and approval by the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

North Canton, OH
Passed: 12/13/10


MAYOR

SIGNED: 12/13, 2010

ATTEST:


CLERK OF COUNCIL

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CITY OF NORTH CANTON CREDIT CARD POLICY AND PROCEDURES

Purpose:

The City of North Canton Council recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

Groups Affected:

Director of Administration, Director of Finance or Appointing Authority.

Policy:

The City Council has authorized the Director of Administration, Director of Finance or Appointing Authority to implement procedures for the use of City credit cards for the following uses:

Travel:

Credit cards may be used by the above assigned individuals for official business – related expenditures for hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency City vehicle repairs, and other travel related expenses as authorized and preapproved by the Director of Administration, Director of Finance or Appointing Authority. Expenditures shall not exceed those outlined in the City's existing Travel Policy authorized by Ordinance No. 40-03.

Purchases:

The assigned credit cards may be used for ordering supplies, including online purchases when preapproved by the Director of Administration, Director of Finance or Appointing Authority.

City credit cards shall not be used for cash advances or personal purchases.

Procedures:

Receipts/Verification:

Receipts must be obtained and turned in daily or as soon as possible, for each City credit card transaction. The purpose of the charge must be clearly written on the receipt.

Control:

The Director of Finance is responsible for administration of the cards to include, but not limited to: selection of card provider, payment of credit card bills, managing issuance of cards and ensuring proper use.

Any exceptions to this policy must be approved in advance by the Director of Administration, Director of Finance or Appointing Authority.

Assigned individuals will sign acknowledgment of this Credit Card User Agreement before they are eligible to use City credit cards. See Attachment A.

Credit cards are to be returned to the Director of Administration, Director of Finance or Appointing Authority upon ending employment with the City.