

ORDINANCE NO. 2018-30

AN ORDINANCE REGARDING VILLAGE CREDIT CARD USE

The Village Board of the Village of Bristol, Kenosha County, Wisconsin, do ordain as follows:

SECTION I. ADOPTION OF PROVISIONS.

Section 3-1-24 of the Village of Bristol Code of Ordinances is created to read as follows:

Sec. 3-1-24 Village Credit Card Use.

- (a) **Purpose.** The Village Board may authorize, upon the recommendation of the Village Administrator, the use of Village credit cards. Village credit cards may only be used by authorized Village employees for the transacting of official Village of Bristol business. Use of credit cards expedites the purchasing process and may also make the Village eligible for discounts and/or rebates. Village credit cards are generally not to be used in instances where local stores offer purchasing accounts to the Village when such accounts offer discounts or the efficient processing of tax exempt purchasing.
- (b) **Credit Card Issuance.**
 - (1) Employee use of Village credit cards shall be generally overseen by the Village Administrator, who shall authorize specific Village department supervisors or employees to use such credit cards.
 - (2) Each department supervisor will determine which subordinate employees shall have access to and be authorized to use Village credit cards for that department's purposes. When a department supervisor authorizes subordinate employees to use a Village credit card, the names of such employees shall be provided to the Village Administrator and Village Clerk-Treasurer. It is expected that this access shall be restricted as much as practical.
 - (3) The Village Clerk-Treasurer shall administer credit card accounts and is authorized to pay credit card expenses of the Village consistent with this Section. Card usage logs and Village tax exempt forms shall be provided by the Clerk-Treasurer.
- (c) **Permitted Credit Card Use.** Village credit cards use is limited to:
 - (1) Village purchases Two Thousand Five Hundred Dollars (\$2,500.00) and under.

- (2) Village purchases greater than Two Thousand Five Hundred Dollars (\$2,500.00) when prior authorization from the Village Administrator or department supervisor has been obtained.
 - (3) Supplies ordered by telephone or online.
 - (4) Approved training/seminar expenses or travel.
- (d) **When Credit Cards Cannot Be Used.** Village credit cards may not be used for the following:
- (1) Cash advances.
 - (2) Personal purchases.
 - (3) Access to credit.
 - (4) Installment or split purchases used to exceed the Two Thousand Five Hundred Dollar (\$2,500.00) limit or to circumvent other dollar amount thresholds.
- (e) **Credit Card Use Procedures.**
- (1) All purchases made in person shall be supported by an itemized sales and charge receipt.
 - (2) All charge card receipts shall be signed by the purchasing employee; the purchaser's name shall also be printed to assist in verifying that a charge was actually made by the employee.
 - (3) Internet or telephone purchases shall be supported with the itemized packing list and/or delivery receipt. Internet order/shipping confirmations shall also be printed by the employee and provided to the Village Clerk-Treasurer. When a credit card order is placed via telephone, the employee shall request that an email confirmation be sent.
 - (4) At no time shall a Village credit card number be saved on a website for internet purchases.
 - (5) The Village employee using a Village credit card should take the necessary steps at the time of purchase to ensure that such purchases are sales tax exempt, except in those instances when it is cost-effective to pay the sales tax.
 - (6) The Village, or an employee cardholder if a Village credit card is issued to that employee by name, will receive a monthly statement including an itemization of transactions from the card issuer. Such statements, with supporting receipts, shall be timely filed with the Village Clerk-Treasurer to avoid late payment finance charges. Such statements shall be signed by the employee.
 - (7) When the requisite charge information has been filed, the Village Clerk-Treasurer shall compare the purchases itemized on the statement with the documentation of purchases submitted. Upon verification, the Village Clerk-Treasurer will process the credit card statements for payment. Failure of an employee to submit the required documentation may result in revocation of credit card purchasing privileges.
- (f) **Department Supervisor Responsibilities.**
- (1) If a department supervisor designates another department employee to use a Village credit card, the department supervisor remains responsible for all billings. If there are receipts which have not been

turned in, that portion of the statement will not be paid and the department supervisor will be responsible for any resulting late fees.

- (2) Department supervisors shall be responsible for ensuring that all credit card purchases comply with the Wisconsin Statutes and Village ordinances and policies.

(g) **Miscellaneous Requirements.**

- (1) Whenever this Section does not address a purchasing situation, the Village Administrator will be consulted for approval.
- (2) Village credit cards may be cancelled or use authority revoked at the discretion of the Village Administrator. If there are questions regarding possible improper use of a Village credit card, the Village Clerk-Treasurer, in consultation with the Village Administrator, will institute a hold on the card until the matter is resolved by the Village Administrator.
- (3) Cash returns of merchandise are prohibited. Supplies and items returned to a supplier shall be credited to the Village's account. If a merchandise credit is issued by telephone, the supplier shall be asked to forward, via email, a copy of the account credit documentation.
- (4) Employee misuse of a Village credit card, including but not limited to improper personal or fraudulent use, can result in the revocation of credit card privileges and will result subject the responsible employee to disciplinary actions, up to and including termination.
- (5) The Village Clerk-Treasurer shall be notified immediately if a Village credit card is lost or stolen. If such an event occurs after business hours or on a weekend, the employee shall directly notify the credit card company and notify the Clerk-Treasurer the following business day.
- (6) All patronage points/miles that accumulate by use of Village credit cards shall be the property of the Village of Bristol.

SECTION II. SEVERABILITY.

If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

SECTION III. EFFECTIVE DATE.

This Ordinance shall take effect upon passage and publication as provided by law.

ADOPTED this 10th day of December, 2018.

VILLAGE OF BRISTOL, WISCONSIN



Village President



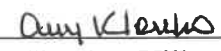
Village Clerk-Treasurer

INTRODUCED: 12/10/18
ADOPTED: 12/10/18
POSTED/PUBLISHED: _____

State of Wisconsin:
County of Kenosha:

I hereby certify that the foregoing Ordinance is a true, correct and complete copy of an Ordinance duly and regularly adopted by the Village Board of the Village of Bristol on the 10th day of December, 2018. and that said Ordinance has not been repealed or amended and is now in full force and effect.

Dated this 11th day of December, 2018.



Amy Klemko, Village Clerk-Treasurer