

ORDINANCE 2016-001

**AN ORDINANCE OF THE CITY COUNCIL OF PATTERSON,
GEORGIA APPROVING AND ADOPTING THE CITY OF
PATTERSON PURCHASING CARD POLICY; TO PROVIDE
FOR AN EFFECTIVE DATE; TO REPEAL ANY PRIOR
CONFLICTING ORDINANCES.**

WHEREAS, Section 3.18 of Article III of the City Charter authorizes the Council to adopt rules and regulations regarding employment with the City of Patterson and other personnel policies; and

WHEREAS, the Council has reviewed the City's current personnel policies and desires to update and revise them; and

WHEREAS, having thoroughly reviewed and considered the proposed purchasing card policy, the Council now desires to approve and adopt the purchasing card policy attached hereto and incorporated herein;

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PATTERSON
HEREBY ORDAINS AS FOLLOWS:**

SECTION ONE. The Patterson City Council hereby approves and adopts the *Purchasing Card Policy* that is attached hereto as **Exhibit A** and incorporated herein by specific reference thereto. This policy shall replace any prior policies of the City covering the same subject matter.


SECTION TWO. This Ordinance shall take effect immediately upon passage. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SO ORDAINED this 12th day of May, 2016.

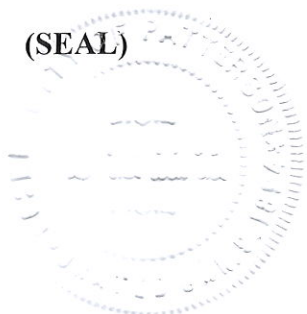
ATTEST:

CITY OF PATTERSON


RAY CUNNINGHAM
City Clerk


JOAN TEGLAS-DUPLESSIS
Mayor Pro Tempore

(SEAL)



First Reading: *April 14, 2016*

Second Reading: *May 12, 2016*

Section 15. Purchasing Card Policy

15.000. Overview

The Georgia General Assembly established guidelines and penalties into the Official Code of Georgia Annotated ("O.C.G.A.") which provides that no municipal corporation shall issue government purchasing cards or government credit cards to elected officials on or after January 1, 2016, until the governing authority of the municipal corporation, by public vote, has authorized the issuance and has promulgated specific policies regarding the use of such government purchasing cards or government credit cards for elected officials of such municipal corporation.

15.100. Purpose

The purpose of this policy is to set requirements and standards for the use of government purchasing cards or government credit cards used by elected officials/city employees of the **City of Patterson** (hereinafter "City"). The policy is not intended to replace current State of Georgia statutes but is intended to comply with such state laws and establish more efficient guidelines for elected officials/city employees using such purchasing cards. At no time should a city issued purchasing card or credit card be used for personal purchases regardless of the circumstances. Utilizing the purchasing card or credit card for personal use or for any item or service not directly related to such official's/employee's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a government purchasing card or government credit card must be in accordance with these guidelines and with state law.

15.200. Scope

This purchasing card policy, as required by state law under O.C.G.A. § 36-80-24(c), applies to the use of government purchasing cards or government credit cards used by elected officials authorized to be issued such government purchasing cards or government credit cards. The below list of officials/city employees have been authorized by the governing authority of the city to use such government purchasing cards or government credit cards and must abide by all of the applicable state laws and this purchasing card policy:

1. Mayor
2. City Council
3. City Clerk
4. Court Clerk
5. Police Chief
6. Public Works Superintendent

15.300. Public Inspection

In accordance with O.C.G.A. § 36-80-24(b) any documents related to purchases using government purchasing cards or government credit cards incurred by elected officials/city employees shall be available for public inspection.

15.400. Transaction Limits

Transaction limits are hereby established to ensure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any

individual credit line. Individual monthly card limits cannot exceed those established by the municipal governing authority. The established single transaction limit for each card must be less than \$500.00. The established monthly card limit is based upon the city's budgetary constraints and is not to exceed \$1,500.00 per month. Any exceptions to the standardized limits must have express written approval by the municipal governing authority and must be added to this policy by amendment or addendum.

15.500. Purchasing Restrictions

1. Elected Officials/City Employees may not use a government purchasing card or government credit card for the following:
 - a. Any purchases of items for personal use.
 - b. Cash refunds or advances.
 - c. Any transaction amount greater than the transaction limits set for by this policy.
 - d. Items specifically restricted by this policy, unless the municipal governing authority grants a special exemption.
 - e. Alcohol or liquor of any kind. Such purchases should not be made with the purchasing card and may not be reimbursed by the city.
 - f. Purchases or transactions made with the intent to circumvent the city purchasing policy, transactional limits, or state law.
2. Elected Officials/City Employees may use government purchasing cards or government credit cards to purchase goods and/or services not prohibited by this policy or state law. Such purchases include, but are not limited to:
 - a. Purchases of items for official city use which fall within the transactional restrictions of this policy.
 - b. Purchase of lodging, fuel, food, non-alcoholic beverages, or education and training materials while on city business.
 - c. Emergency purchases necessary to protect city property.

15.600. Administrator

The City designates the City Clerk (hereinafter "Administrator") as the program administrator of government purchasing cards or government credit cards. Such administrator shall:

1. Serve as a liaison between the city's cardholders and the issuers of such cards.
2. Maintain the cardholder agreement for all cardholders.
3. Provide instruction, training, and assistance to cardholders
4. Maintain account information and secure all cardholder information.
5. Keep cardholders up-to-date on new or changing information

6. Upon receipt of information indicating fraudulent use or lost/stolen cards immediately report it to appropriate parties, including the issuer.
7. Ensure all card accounts are being utilized properly as set forth by state law and this policy.
8. Define the city's policy and procedures for proper documentation and storage of receipts, logs, and approvals required under this policy.
9. Identify any changes to named persons authorized to use a government purchasing card or government credit card.
10. Any other duties assigned by the municipal governing authority.

15.700. Accounting and Auditing

The Administrator, in an effort to ensure compliance with city policy and state law, will conduct monthly/quarterly reviews and audits of all government purchasing card or government credit card transactions. The review is designed to ensure compliance, identify non-compliance issues and misuse, and through corrective measures assist the city with improving compliance. The monthly/quarterly review and audit should happen within 10 days of the start of a new month/quarter. After completing the monthly/quarterly audit the Administrator shall notify cardholders of any suspected violations or questions the Administrator has that occurred within that previous month/quarter. Depending on the severity of the violation, the Administrator may suspend or revoke the use of the government purchasing card or government credit card after notification to the cardholder and to the Mayor/City Council, but only after consultation with the city attorney. Any unresolved violations should be reported to the municipal governing authority and the city attorney in writing within 10 business days.

15.800. Violations

The use of a government purchasing card or government credit card may be suspended or revoked when the Administrator, after consultation with the city attorney, determines that the cardholder has violated the approved policies or state law regarding the use of the government purchasing card or government credit card. The government purchasing card or government credit card shall be revoked whenever a cardholder resigns/retires from employment, resigns from office or is no longer holding office because his/her term has expired, and when such elected official has been suspended or otherwise removed from office.

15.900. Storage of Receipts, Logs, and Approvals

The Administrator will be responsible for the storage of all cards, receipts, logs, and approvals as set forth in this policy. All Elected Officials/City Employees must complete a *Purchasing Card Use Form* each time a card is requested. After each use, Elected Official/City Employee must return the card to the Administrator with the proper receipts and documentation of the purchase.

15.901. Agreement

Before being issued a government purchasing card or government credit card under this policy and state law, all authorized users of government purchasing cards or government

credit cards shall sign and accept below indicating that such user will use such cards only in accordance with the policies of the city and with the requirements of state law.

Name Printed

Signature

Date:

