

Introduced by: **City Manager Nathan Mai-Lombardo**

**AN ORDINANCE OF THE CITY OF BERKELEY AMENDING THE FINANCIAL POLICY
AND PROCEDURES MANUAL BY CREATING A CREDIT CARD USE POLICY**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BERKELEY,
MISSOURI, AS FOLLOWS:**

- Section 1.** The City of Berkeley hereby adopts the attached Credit Card Use Policy.
- Section 2.** The policy is attached and hereby incorporated herein and made a part of this ordinance, as if fully set out herein.
- Section 3.** The Ordinance shall be in full force and effect from and after the date of its passage.

1st Reading this 24th day of September 2024
2nd Reading this 24th day of September 2024
3rd Reading, PASSED and APPROVED, this _____ day of _____ 2024

Babatunde Deinbo, Mayor

ATTEST:

Deanna L. Jones, City Clerk

Approved as to Form:
Donnell Smith, City Attorney

Final Roll Call:

Vacant	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Anthony	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman Hindeleh	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman-at-Large Crawford-Graham	Aye ___	Nay ___	Absent ___	Abstain ___
Mayor Deinbo	Aye ___	Nay ___	Absent ___	Abstain ___



2. Public Works Fleet Inventory Management

The Garage Supervisor should place within the budget the plan to purchase vehicles and equipment. If there is a need to purchase a vehicle/equipment outside of the planned budget the Garage Supervisor will make a request and it will be reviewed by the City Manager for approval. Once any vehicle/equipment is purchased the Garage Supervisor shall notify the Finance Department so that they may capitalize the asset.

If a vehicle is damaged and can no longer be used or if a vehicle is sold the Garage Supervisor must also notify the Finance department so that they may dispose of the vehicle properly in the accounting system. At the end of the Fiscal Year the Finance Department will contact the Garage Supervisor and account for all vehicles and equipment acquired and disposed of once this has been completed the Finance department will then depreciate all assets in accordance with GAAP.

Section 5. Credit Card Use Policy

1. The card is to be used for official City business only. The card is not to be used for personal expenses with the intent of reimbursing the City.
2. Receipts and/or vendor invoices for all charges must be attached to the credit card bill and accompany all payment vouchers when forwarded to the Finance Department. This should be done each month when there are charges to the card so that it can be reconciled in a timely manner. In the event a receipt is lost and cannot be found it is the responsibility of the card user to obtain a copy of the receipt from the original vendor where the purchase was made. Simmons Corporate Credit Card may also be able to provide you with a copy of the receipt.
3. The City is tax exempt and you should always provide the tax exemption certificate to the vendor to avoid being taxed. A tax exemption certificate can be obtained from the Finance Department.
4. Gas purchases for personal vehicles must be accompanied with mileage reports that document the gas purchased was used only for official City business.



5. For employees that are not card holders, when checking out the credit card from the Finance Department it is expected that the card will be used and returned the same day. The card shall not be held during an overnight period with the exception that a purchase needs to be made in the morning before Finance staff arrive in the office or over the weekend, then the card shall be picked up from the Finance Department toward the latter portion of the business day.
6. It is the Department Head's responsibility to verify employees are following the procedures established for credit card use. If an individual besides a Department Head is picking up the credit card the Department Head must first contact the Finance Department to give permission for the individual to use the card.
7. Any violations of the above procedures may result in suspension of your credit card privileges and appropriate disciplinary action.