

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 agreement 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 _____ day of _____ 2024
2nd Reading this _____ day of _____ 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	___

City of Berkeley, MO
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. Receipt and/or vendor invoices for all charges must be attached to the credit card bill and accompany all payment vouchers when forwarded to finance. 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 holder 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 at the Finance office.
4. Gas purchases for personal vehicles must be accompanied with mileage reports that document the gas purchase was used only for official City Business.
5. **For employees that are not card holders**, when checking out the Credit Card from Finance 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 arrives in the office or over the weekend, then the card shall be picked up at finance 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 and individual besides a Department Head is picking up the credit card the Department Head must first contact Finance 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.

Torenzo M. Ford
Finance Director