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ORDINANCE NO. 2026-28

AN ORDINANCE ADOPTING CREDIT CARD ACCOUNT POLICIES AND PROCEDURES FOR THE CITY OF WELLSTON, OHIO, PURSUANT TO OHIO REVISED CODE SECTION 717.31, AND DECLARING AN EMERGENCY

WHEREAS, Ohio Revised Code Section 717.31 requires municipal corporations utilizing credit card accounts to adopt written policies and procedures governing the use of such accounts;

WHEREAS, the City of Wellston desires to adopt updated Credit Card Account Policies and Procedures to ensure proper internal controls and accountability;

WHEREAS, the revised Credit Card Account Policies and Procedures are attached hereto as Exhibit A.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WELLSTON, COUNTY OF JACKSON, STATE OF OHIO:

Section 1. The Credit Card Account Policies and Procedures attached hereto as Exhibit A are hereby adopted pursuant to Ohio Revised Code Section 717.31.

Section 2. The Auditor's Office is authorized to administer the municipal credit card program in accordance with the adopted policy.

Section 3.. All City officials and employees utilizing municipal credit card accounts shall comply with the adopted policy.

Section 4. All inconsistent ordinances or policies are repealed to the extent of inconsistency.

Section56. This Council finds and determines that all formal actions concerning and relating to the adoption of this Ordinance were adopted in an open meeting in compliance with Ohio Revised Code Section 121.22.

Section 6. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare and shall take effect immediately upon passage and approval by the Mayor.

PASSED AND ADOPTED this 16th day of July, 2026.

PRESIDENT OF COUNCIL

CLERK OF COUNCIL

CITY COUNCIL CLERK NOTARIAL SEAL STATE OF OHIO WELLSTON, OHIO

MAYOR

LAW DIRECTOR

Exhibit A

CITY OF WELLSTON
CREDIT CARD ACCOUNT POLICIES AND PROCEDURES
Revised Draft – 2026

PURPOSE

The City Council of the City of Wellston establishes this Credit Card Account Policy pursuant to Ohio Revised Code Section 717.31 and applicable guidance issued by the Ohio Auditor of State. This policy is intended to ensure appropriate internal controls for the issuance and use of municipal credit card accounts and to ensure that all purchases are for authorized governmental purposes only.

SCOPE

For purposes of this policy, "Credit Card Account" includes bank-issued credit cards, purchasing cards, store-issued credit accounts, online purchasing accounts, or any account permitting the City to purchase goods or services electronically or by credit.

This policy applies to all officers, employees, appointees, and departments authorized to use municipal credit accounts.

Debit cards are prohibited except for law enforcement confidential operations, grant-funded accounts where required by the grantor, or utility/fuel processing approved by the Auditor's Office.

OFFICERS AND POSITIONS AUTHORIZED TO USE CREDIT CARD ACCOUNTS

The following positions may be authorized to use municipal credit card accounts upon approval by Council, the Mayor, or the Auditor's Office:

1. Service Director
2. Police Chief
3. Fire Chief
4. Assistant Fire Chief
5. Director of Fire Academy
6. Water Plant Supervisor
7. Wastewater Supervisor
8. Department Heads
9. Other employees specifically approved in writing

PROCEDURE TO REVIEW COMPLIANCE

The City auditor monthly shall present to the legislative authority credit card account transaction detail from the previous month. The legislative authority shall review the credit card account transaction detail and the presiding officer of the legislative authority shall sign an attestation stating the legislative authority reviewed the credit card account transaction detail. The legislative authority at least quarterly shall review the number of cards and accounts issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, and the cards' and accounts' credit limits.

AUTHORIZED EXPENSES

Authorized expenses include:

- Travel and Training
- Registration fees
- Lodging
- Airfare
- Parking
- Meals consistent with City travel policy
- Operational supplies
- Maintenance materials
- Emergency purchases
- Fuel
- Software and subscriptions
- Equipment
- Online purchases for City operations
- Emergency expenditures necessary to protect public safety or maintain utility operations

PROHIBITED EXPENSES

The following are strictly prohibited:

1. Alcoholic beverages
2. Personal purchases
3. Cash advances
4. Political expenditures
5. Gift cards unless approved by Council
6. Purchases unrelated to City business
7. Purchases intended to avoid bidding laws
8. Utility payments unless authorized
9. Cell phone or wireless contracts unless approved
10. Maintenance agreements unless approved by the Auditor's Office
11. Split purchases designed to exceed approval thresholds

/iolation of this policy may result in reimbursement liability, payroll deduction where permitted, lisciplinary action, card revocation, or referral for criminal prosecution.

?ROCEDURE FOR ACQUISITION OF A CREDIT CARD ACCOUNT

)nly an Elected Official, Mayor, or Auditor's Office may request issuance of a municipal credit card ıccount.

\pproval Process:
.. Department Head submits request to Service / Safety Director.
!. Auditor's Office approves account and assigns limits.
. The City of Wellston's name shall appear on all accounts and cards.

\ll cardholders must sign the City of Wellston Credit Cardholder Agreement prior to issuance.

/IAXIMUM CREDIT LIMITS

;ervice Director – $10,000
'olice Chief – $10,000
'ire Chief – $10,000
\ssistant Fire Chief – $5,000
)irector of Fire Academy – $10,000
Vater Plant Supervisor – $10,000
Vastewater Supervisor – $10,000
)epartment Heads – $5,000

;ingle purchases exceeding $2,500 require prior approval from the Service / Safety Director or \uditors Office unless emergency conditions exist.

JSE AND MANAGEMENT OF ACCOUNTS

3efore purchases are made:
A purchase order should be approved when practical.
Expenditures must remain within appropriated budgets.
Travel expenses must comply with City travel policy.

'he City is tax-exempt. Cardholders shall make reasonable efforts to avoid payment of sales tax.

)etailed itemized receipts are required for every transaction. For online purchases, a printed or lectronic receipt/order confirmation must be retained. Receipts must be submitted to the \uditor's Office no later than 5 days from purchase.

'ailure to provide receipts may result in personal responsibility for the charges.

MONTHLY RECONCILIATION

Monthly statements shall be submitted to the Auditor's Office by the 5th of each month.

The Auditor's Office shall:
1. Reconcile statements
2. Verify receipts
3. Review for unauthorized charges
4. Verify budget appropriations
5. Ensure timely payment

Any undocumented or unauthorized charge shall become the responsibility of the cardholder.

LATE FEES, INTEREST, AND PENALTIES

The City shall make reasonable efforts to avoid late fees and finance charges.

If late fees occur because receipts or approvals were not timely submitted, the responsible employee may be held personally responsible.

Cardholders shall immediately notify the bank and Finance Department of disputed transactions, unauthorized charges, lost cards, or stolen cards.

The City shall comply with all notice and dispute procedures required by the issuing bank agreement.

LOST OR STOLEN CARDS

Lost or stolen cards must be reported immediately to:
1. The issuing bank
2. The Service / Safety Director
3. The Auditor's Office

Failure to timely report a lost or stolen card may result in disciplinary action.

CARD CANCELLATION

Cards shall be surrendered immediately upon termination, reassignment, retirement, or revocation of privileges.

Once canceled:
1. The Auditor's Office shall notify the bank.
2. The account shall be closed.
3. The card shall be destroyed.

PERIODIC REVIEW

The Auditor's Office shall:
• Review transactions monthly
• Report to Council no less than monthly a report of the transactions during the previous month and no less than annually to Council with a summary of the prior year's charges.
• Maintain records required by the Auditor of State
• Report any reward or incentive programs

Council shall review transaction reports periodically as required by Ohio law.

INCENTIVE PROGRAMS / REWARDS

Any rebates, points, rewards, or incentives derived from City credit card usage are the sole property of the City of Wellston.

LIABILITY

The City acknowledges responsibility for authorized charges incurred under the municipal credit card program in accordance with the bank's commercial card agreement. Employees who misuse cards may be personally liable for unauthorized charges and subject to discipline or legal action.

CARDHOLDER AGREEMENT

All authorized users must sign a Credit Cardholder Agreement acknowledging receipt of the policy, understanding of permitted uses, reimbursement obligations, and penalties for misuse.

EFFECTIVE DATE

This policy shall become effective upon adoption by ordinance of the City Council of the City of Wellston, Ohio.