

ORDINANCE NO. 2016-28

AN ORDINANCE TO UPDATING ORDINANCE 2016-12 (A VILLAGE CREDIT ACCOUNT AND POLICY FOR ITS USE AMONG THE VILLAGE GOVERNMENT AND EMPLOYEES) OF THE CODIFIED ORDINANCES OF THE VILLAGE OF BELMONT, OHIO

BE IT ORDAINED, by the Council of the Village of Belmont:

SECTION 1. (A) The Village of Belmont, hereby establishes a credit use policy for record keeping and oversight purposes.

(B) Further, Council authorizes the Village Fiscal Officer to apply for a Village Credit Account. Said Village Credit Account shall be maintained by the Village Fiscal Officer.

(C) Said Village Credit Account shall be limited, by the Village Fiscal Officer, to a credit limit of not more than ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00).

(D) Further, Council authorizes the President of the Board of Public Affairs, the Village Service Director, and the Village Fiscal Officer to be authorized signors and users of said Village Credit Account.

(E) The Village Credit Account shall only be used, in accordance with this ordinance, for emergency purposes, up to FIVE HUNDRED DOLLARS (\$500.00), without the express consent of Council or the Village Fiscal Officer.

(F) All purchases to be made with said Village Credit Account in sums in excess of FIVE HUNDRED DOLLARS (\$500.00), shall have the express consent of Council or the Village Fiscal Officer.

(G) Each signor and user established under paragraph D shall sign and be subject to the Credit Use Agreement, attached as Exhibit A.

SECTION 2. This ordinance shall take effect at the earliest time allowed by law.

STANLEY A. SOBEL, Mayor

CLERK'S CERTIFICATE

The undersigned Clerk of Council hereby certifies that the foregoing Ordinance was adopted by Belmont Village Council at a regular meeting on the 3rd day of November, 2016.

RICKY BURKHEAD, Clerk of Council

EXHIBIT A

VILLAGE OF BELMONT, OHIO

321 Third Street
P.O. Box 68
Belmont, OH 43718
Telephone: (740) 484-1989
Fax: (740) 484-1808

Stanley Sobel, Mayor
sasobel@comcast.net
Rick Burkhead, Village Fiscal Officer
bethesdaclerk@comcast.net

**CREDIT CARD AGREEMENT
VILLAGE OF BELMONT, OHIO**

I, _____, an employee of The Village of Belmont, Ohio, confirm that the village has issued for my business use a corporate credit card in the name of The Village of Belmont, Ohio; I understand that charges to the card are to be made only for legitimate business expenses in the course of my employment with The Village of Belmont, Ohio; and I understand receipts are required for each purchase. I further understand that the use of the card for personal charges, whether or not I reimburse the village, may be cause for my discharge from employment. I further acknowledge that any unauthorized charges to the card are my personal responsibility and that I shall be liable to repay the same to The Village of Belmont, Ohio, upon demand.

Date

Signature of Employee

Date

Witness