

## ORDINANCE 336

### AN ORDINANCE ADOPTING A CREDIT/DEBIT CARD POLICY FOR ELECTED AND APPOINTED OFFICIALS OF THE CITY OF AVON.

WHEREAS, South Dakota Codified Laws (SDCL) Section § 4-3-27 authorizes the use of a credit/debit card by government officials; and

NOW THEREFORE, BE IT RESOLVED, by the City of Avon, that there is hereby established the following Credit/Debit Card policy, which in its entirety reads as follows:

#### CITY OF AVON CREDIT/DEBIT CARD POLICY FOR ELECTED AND APPOINTED OFFICIALS

The Finance Officer (herein after referred to as the FO) for the City of Avon is hereby authorized to acquire and use credit/debit card accounts for the purchase of certain necessities on behalf of and for the benefit of the City of Avon, in accordance with the policies set out below.

The credit/debit card account shall only be used for the purchase of meeting registration, motel room guarantees, or other purchases that cannot be accomplished by the issuance of a purchase order or billed directly to the city to be paid in the normal process, unless it is more economically advantageous to pay by credit/debit card. Cards may be used to pay for pre-authorized purchases through the internet, if it is the only means of payment accepted by the vendor. All purchases in excess of \$ 500.00 must be pre-approved by the Avon City Council.

The card may not be used to pay for meals that qualify for reimbursement through per diem or for any item, which does not directly benefit the City of Avon.

The credit/debit card accounts shall be administered by the designated official at all times, and the designated official may assign sub-administrators for certain departments to averse the usage, limits, and processing for that department. In all cases where a credit/debit card is used by any city employee original receipts, invoices, or other authentic documentation stating what the card was used for shall be submitted to the designated administrator or sub-administrator. The designated person shall immediately verify the purchase was necessary and to the benefit of the City of Avon and submit the invoice to the Finance Office with appropriate account coding information. Charges submitted to the Finance Office for payment without the proper documentation will not be processed and may become the responsibility of the employee through garnishment. Personal use of the credit card is strictly prohibited. Misuse of credit/debit card accounts or repeated failure to provide proper documentation will be the responsibility of the employee and will be considered grounds for disciplinary action up to and including termination and any restitution.

Any perks, credits, or items of value earned because of the use of said cards shall only be used for the benefit of the City and not for that of any employee. Except, frequent flier credits may accrue to the employee/official actually incurring the credit, in accordance with Official Opinion No. 90-04 of the SD Office of the Attorney General.

DATED this 7th day of October, 2019.

First Reading: October 7<sup>th</sup>, 2019

Passed and Approved: November 4<sup>th</sup>, 2019

Published: November 6<sup>th</sup>, 2019

Effective: November 4<sup>th</sup>, 2019

ATTEST:

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Twyla Simmons  
Finance Officer

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Mike Petrik  
Mayor

(SEAL)