

**CITY OF WALTON, KENTUCKY
ORDINANCE NO. 2024-02**

AN ORDINANCE OF THE CITY OF WALTON, KENTUCKY, CREATING A NEW SECTION OF CHAPTER 36 OF THE CITY OF WALTON CODE OF ORDINANCES IN ORDER TO ADOPT A POLICY FOR THE USE OF CITY CREDIT CARDS BY CITY EMPLOYEES, OFFICERS AND ELECTED OFFICIALS.

BE IT ORDAINED BY THE CITY OF WALTON, KENTUCKY AS FOLLOWS:

SECTION ONE

A new Section of Chapter 36 of the City of Walton Code of Ordinances is hereby created as Section 36.04, to read as follows:

§ 36.04 USE OF CITY CREDIT CARDS.

- A. CITY CREDIT CARDS SHALL ONLY BE USED BY AUTHORIZED CITY EMPLOYEES, OFFICERS AND ELECTED OFFICIALS; AND ONLY FOR GOODS AND SERVICES TO BE USED EXCLUSIVELY FOR CITY PURPOSES.**
- B. PERSONAL USE OF ANY CITY CREDIT CARD IS PROHIBITED. ANY SUCH USE WILL REQUIRE IMMEDIATE REIMBURSEMENT AND MAY RESULT IN DISCIPLINARY ACTION AND POSSIBLE DISMISSAL AND/OR LEGAL ACTION.**
- C. EACH CITY CREDIT CARD TRANSACTION SHALL BE DOCUMENTED BY A RECEIPT OR INVOICE WHICH STATES OR DISPLAYS THE FOLLOWING INFORMATION:**
- VENDOR NAME;**
 - DATE OF PURCHASE OR SERVICE;**
 - DESCRIPTION AND QUANTITY OF EACH ITEM PURCHASED OR SERVICE RENDERED;**
 - PER ITEM COSTS, IF AVAILABLE FROM THE MERCHANT;**
 - TOTAL COST OF THE TRANSACTION;**
 - LAST FOUR DIGITS OF CARD NUMBER;**
 - FOOD AND MEAL PURCHASES ARE ONLY FOR CITY SPONSORED OR AUTHORIZED MEETINGS AND EVENTS, PROVIDED SUCH PURCHASE IS PROPERLY DOCUMENTED WITH DETAILED RECEIPTS SHOWING THE FOOD ITEMS PURCHASED PLUS ANY TIP, WHICH SHALL NOT EXCEED 20%, THE BUSINESS REASON FOR THE FOOD/MEAL, AND A LIST OF THOSE WHO WERE IN**

ATTENDANCE. IF ANY OF THE ABOVE IS NOT PRESENTED ON THE RECEIPT OR PROVIDED DOCUMENTATION, THE CITY EMPLOYEE, OFFICER OR ELECTED OFFICIAL SHALL HAND-WRITE THE MISSING INFORMATION.

D. THE RECEIPT OR INVOICE SHALL BE PROVIDED TO THE CITY CLERK WITHIN SEVEN (7) DAYS AFTER THE TRANSACTION (OR WITHIN 7 DAYS AFTER HIS OR HER RETURN FROM TRAVEL, IF APPLICABLE).

1. IF THE RECEIPT OR INVOICE IS NOT PROVIDED TO THE CITY CLERK WITHIN FOURTEEN (14) DAYS AFTER THE TRANSACTION OR TRAVEL, THE CITY EMPLOYEE, OFFICER OR ELECTED OFFICIAL SHALL IMMEDIATELY REIMBURSE THE CITY FOR THE AMOUNT OF THE CREDIT CARD TRANSACTION. IF REIMBURSEMENT IS NOT MADE, THE APPLICABLE AMOUNT SHALL BE DEDUCTED FROM THE NEXT PAY.

2. IF THERE ARE THREE (3) OR MORE INCIDENTS OF FAILURE TO PROVIDE A RECEIPT OR INVOICE WITHIN ANY ONE (1) YEAR PERIOD, CREDIT CARD PRIVILEGES SHALL BE TERMINATED FOR THAT CITY EMPLOYEE, OFFICER OR ELECTED OFFICIAL, AND DISCIPLINARY ACTION MAY FOLLOW.

SECTION TWO

All ordinances or parts of any ordinances in conflict herewith, to the extent of the conflict, if any, are hereby repealed.

SECTION THREE

If any sentence, clause, section or part of this ordinance or the application thereof to any particular situation is, for any reason, found to be unconstitutional, illegal or invalid, the invalidity of any provision of this Ordinance shall not affect the validity of any other provisions hereof, and such other provisions shall remain in full force and effect as long as they remain valid in the absence of that provision determined to be invalid.

SECTION FOUR

This ordinance may be read and published in summary form.

PASSED AND APPROVED ON FIRST READING BY 6 OF 6 MEMBERS OF CITY COUNCIL ON THE 12th DAY OF March, 2024; AND PASSED AND ADOPTED BY 6 OF 6 MEMBERS OF CITY COUNCIL ON THE 20th DAY OF March, 2024, AND WAS

THEREAFTER APPROVED BY THE MAYOR AND ORDERED PUBLISHED IN SUMMARY FORM.

APPROVED:

GABRIEL D. BROWN, MAYOR

ATTEST:

GEVANA HICKS, CITY CLERK

DATE OF PUBLICATION: March 29, 2024