City of Conway, Arkansas
Ordinance No. O-19-31

AN ORDINANCE AMENDING ORDINANCE O-17-131, WHICH ADOPTED A PROCUREMENT CARD POLICY AND PROCEDURES HANDBOOK; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:

Whereas, the City Council has adopted, pursuant to Ordinance O-17-131, a Procurement Card Policy and Procedures Handbook to be used for City of Conway procurement cardholders.

Whereas, a revision of the Procurement Card Handbook is needed for the fair and impartial implementation of policies and best business practices.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS, THAT:

Section 1. Under Section 4: Unacceptable Visa Card Purchases — “Travel” should be removed from the list of unacceptable uses.

Section 2. The following disclosure will be added to Section 4: “Procurement cards are generally not used for travel. In order to use a procurement card for travel proper authorization from the Mayor’s Office is required. Authorization will be determined on a case by case basis.”

Section 3. All ordinances in conflict herewith are repealed to the extent of the conflict.

Section 4. This ordinance is necessary for the protection of the public peace, health and safety; an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED this 12th day of March, 2019.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer
CERTIFICATE

STATE OF ARKANSAS
COUNTY OF FAULKNER
CITY OF CONWAY

I, Michael Garrett, the duly elected, qualified, and acting: Clerk-Treasurer of the City of Conway, Arkansas, do hereby certify that the attached and foregoing is a true and correct copy of an ordinance presented to the City Council of the City of Conway, Arkansas, at a meeting of that body held on the 12th day of March, 2019 same is duly recorded in the minutes of meeting of said Council.

Witness, my hand, and seal of the City of Conway, Arkansas this 15th day of March, 2019.

[Signature]

CITY CLERK-TREASURER