

December 8, 2021

**To:** Mayor and Members of City Council

**From:** Paula Boggs Muething, City Manager *BM* 202103243

**Subject:** **Emergency Ordinance – Recreation: Moral Obligation Payment to US Bank for Purchase Card Training Transactions**

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Attached is an Emergency Ordinance captioned:

**Authorizing** the payment of \$5,099 from Cincinnati Recreation Commission operating budget account nos. 050x194x1650x7215, 050x194x4610x7215, 050x194x2610x7215, 050x194x3610x7215, 050x199x1910x7215, and 323x197x3440x7215 in accordance with the attached schedule, as a moral obligation to US Bank for trainings and conferences that were inadvertently billed as a single transaction to a purchase card resulting in charges that exceeded the State of Ohio's \$3,000 purchasing limit without certification.

Approval of this Emergency Ordinance authorizes the payment of \$5,099 from Cincinnati Recreation Commission operating budget account nos. 050x194x1650x7215, 050x194x4610x7215, 050x194x2610x7215, 050x194x3610x7215, 050x199x1910x7215, and 323x197x3440x7215 in accordance with the attached schedule, as a moral obligation to US Bank for trainings and conferences that were inadvertently billed as a single transaction to a purchase card (p-card) resulting in charges that exceeded the State of Ohio's \$3,000 purchasing limit without certification.

The State of Ohio requires any purchases over \$3,000 to be certified. The Cincinnati Recreation Commission (CRC) purchased three separate trainings and leadership conferences from the Ohio Parks and Recreation Association. A purchase card was used to purchase each of the trainings and conferences, but they were unexpectedly billed by the Ohio Parks and Recreation Association as a single charge, which exceeded the State of Ohio's purchasing limit without certification of \$3,000. CRC accounting staff has been advised regarding the issue and have requested the transactions not be bundled in the future.

The reason for the emergency is the immediate need to make payment on the impacted purchase card.

The Administration recommends passage of this Emergency Ordinance.

cc: Andrew M. Dudas, Budget Director  
Karen Alder, Finance Director

Attachments