

ORDINANCE NO 2016- 20

AN ORDINANCE CONCERNING THE ISSUANCE AND USE OF TOWN SECURED CREDIT CARDS AND PURCHASE CARDS FOR THE TOWN OF SELLERSBURG

WHEREAS, the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual For Cities and Towns, Chapter 7, authorizes a Town's use of credit cards once the Town adopts a resolution or ordinance regarding credit card policies; and

WHEREAS, the Sellersburg Town Council may authorize the use of credit cards and purchasing cards with conditions it deems necessary and appropriate under Indiana Home Rule Powers in IND. CODE § 36-1-3-1; and

WHEREAS, the Town of Sellersburg desires to approve the use of Town credit cards and purchasing cards by Town employees and officials in the performance of Town duties when such use is in the best interest of the Town.

NOW THEREFORE BE IT ORDAINED as follows:

1. Ordinance 2007-011 is hereby repealed and replaced in its entirety as follows:

(A) Credit Card Issuance

Section 1. The Clerk-Treasurer is hereby authorized to make application for credit cards for use by the each of the Town's Department Heads for the official Town business limited to travel, educational expenses and public purchases.

Section 2. Credit cards issued shall have a maximum limit of \$5,000.

Section 3. The Sellersburg Town Council authorizes the Sellersburg Clerk-Treasurer to pay any annual membership fee, service fee or renewal charge levied by the credit card issuer for the Town of Sellersburg credit card.

(B) Credit Card Use Policies and Procedures

Section 1. When not in use, each Department Head will be responsible for making sure the card is kept in a secure location, or held by the Clerk Treasurer.

Section 2. Town officials and employees shall be permitted to use credit cards for the purpose of town travel, educational expenses and public purchases but limited to the following:

- (a) Hotel or motel room.

(b) Hotel or motel room charges for telephone calls pertaining to town business, unless the Town pays for that employee's cell phone.

(c) Meals, including a maximum twenty percent (20%) gratuity.

(d) Fees or costs associated with attending schools, conventions, seminars and the like.

(e) Gasoline, if using a town owned vehicle.

(f) Excluded charges include alcoholic beverages, room service, nonbusiness telephone calls, except for one daily telephone call to the home of the town official or employee, in-room movies and cash advances.

Section 3. Town officials and employees shall be permitted to use credit cards for the purpose of town purchases limited to the following:

(a) Supplies

(b) Materials

(c) Small tools and minor equipment under \$300

(d) Membership Dues for organizations related to their department

Section 4: Each Department Head shall maintain a log for each time they delegate responsibility of a purchase to a subordinate. The log shall include the name of the individual charging, their position, the date the card leaves the Department Head's possession, an estimated amount charged, the fund/account numbers to be charged, and the date the card was returned. Each line shall have an initial line. (See exhibit A)

Section 5. The Sellersburg Town Council hereby directs the Sellersburg Clerk-Treasurer to allow no interest or carrying charges or penalties to accrue or be incurred because of late payments. Accounts payable vouchers filed in connection with the use of credit cards shall be submitted to the Clerk-Treasurer for processing **within three (3) business days unless used while on travel for Town business whereby it shall be turned in within three (3) business days upon return** and shall be properly itemized and documented as provided in IC 5-11-10 before approved and paid. The credit card account will be paid in full every billing cycle. Improperly itemized and documented items shall be the personal responsibility of the individual user. Late fees due to improper presentation of receipts to the Clerk-Treasurer for timely processing shall be the personal responsibility of the individual user.

(C) This ordinance shall be in full force and effect after its adoption by the Town Council of the Town of Sellersburg, Indiana.

So Ordained this 10 day of October, 2016.

“Aye”

“Nay”

Absent

Paul J. Rhodes
Council President

Paul J. Rhodes
Council President

Brad f Amos

Brad Amos
Council Vice President

Brad Amos
Council Vice President

Martina Webster

Martina Webster
Council Member

Martina Webster
Council Member

Jim LaMaster

Jim LaMaster
Council Member

Jim LaMaster
Council Member

William Conlin

William Conlin
Council Member

William Conlin WC

William Conlin
Council Member

Michelle O. Miller

Attested by: Michelle Miller
Sellersburg Clerk-Treasurer