

ORDINANCE NO. _____

CREDIT CARD ORDINANCE

1. The Town Clerk-Treasurer and Town Manager of the Town of Leo-Cedarville are hereby authorized to secure and maintain one or more credit cards in the name of the Town for use by properly authorized Town representatives in carrying out the business of the Town and to pay a reasonable annual fee if to do so is determined to be in the Town's best interests. Both the Clerk-Treasurer and Town Manager shall sign all credit applications and credit agreements for all credit cards.
2. The aggregate credit limit of all credit cards secured in the name of the Town may not exceed \$10,000.00.
3. Purchases may be made with the Credit Card by any Town Purchasing Agent within the limits of the Purchasing Agent's borrowing limits, or by other Town employees or officers as authorized in advance by a resolution of the Town Council. Charges shall only be made on the credit card(s) to purchase items or services which are included and authorized in the budget of the Town.
4. All credit cards shall be maintained by the Clerk-Treasurer. The Clerk-Treasurer shall maintain an accounting system or log which shall include the name(s) of individual(s) requesting usage of the cards, their position, estimated amounts to be charged (at the time the card is issued), the line item of the fund(s)/ account(s) from which the purchase is to be paid, and the date the card is issued and returned.
5. When the purpose for which a credit card has been issued has been accomplished, the card shall be immediately returned to the custody of the Clerk-Treasurer.
6. Within seventy-two (72) hours of the purchase, the person using the credit card shall provide the Clerk-Treasurer with a copy of the credit card receipt with written particulars of the purpose of the purchase, including an itemized list of all charges incurred and whether those are paid from different budgeted line items.
7. No credit card issued to the Town shall be used for a private or other non-Town purchase. Inappropriate use of any Town Credit Card shall be reported to the Clerk-Treasurer and the Town Council, and appropriate discipline shall be taken by the Town Council against any card user who improperly uses a Town credit card. Improperly documented charges or those charges shown to be unnecessary in carrying out the Town's business and any finance charges resulting from the use of the card shall be the responsibility of the person making the improper charge and subject to collection as any other Town claim.

8. The Clerk-Treasurer may require the employee or responsible Town officer to complete a purchase order form if necessary to encumber the appropriate fund and track appropriations and to monitor the Town's accounting system.
9. Payment should not be made on the basis of a statement or a credit card slip only. The employee returning the card must provide the same information required for other purchases under the Town's purchasing ordinance. Supporting documents such as paid bills and receipts must be provided to the Clerk-Treasurer when available.
10. If a charge was properly authorized and documented, the Clerk-Treasurer may pay the charges, including interest and the annual fee for the card(s).
11. All parts of previous ordinances in conflict herewith are repealed to the extent of said conflict.
12. In the event any section, subsection, clause, phrase or portion of this chapter is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this chapter. It is the legislative intent of the council that this chapter would have been adopted if such illegal provision had not been included or any illegal application had not been made.
13. This Ordinance shall be in full force and effect upon its passage and publication in accordance with applicable law.

Passed and adopted by the Town Council of the Town of Leo-Cedarville, Indiana on this ____day of _____, 2012.

John Clendenen
President

Paul Steffens
Council Member

Tim Richards
Council Member

Ted Garton
Council Member

Kevin Veatch
Council Member

ATTEST:

John Eastes
Clerk-Treasurer