

Ordinance 2018-3

AN ORDINANCE ESTABLISHING RULES CONCERNING THE USE OF CREDIT CARDS AND CHARGE ACCOUNTS BY THE TOWN OF MARKLE, INDIANA

WHEREAS, the Town Council of the Town of Markle, Indiana wishes to establish a standard policy regarding credit card use as required by the Indiana State Board of Accounts; and

WHEREAS, the Town has been advised that similar procedures should be in place for charge accounts established with various vendors; and

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Markle, Indiana, in meeting duly assembled and after review and consideration of information deemed by it to be sufficient, the Town's town credit card and charge accounts policy shall be as follows:

Credit Card and Account Issuance:

- (1) The Clerk-Treasurer of the Town of Markle is hereby authorized to make application for business credit, charge accounts and/or charge cards for use by Town employees (herein after "accounts"), and no other employee of the Town shall make application for or otherwise obtain any credit card, charge account or charge card in the name of the Town.
- (2) Business credit cards issued to the Town shall have a maximum credit card limit of not more than FIVE Thousand Dollars (\$5,000)/P-card TWENTY FIVE Thousand Dollars (\$25,000).

Credit Card and Account Use and Procedures:

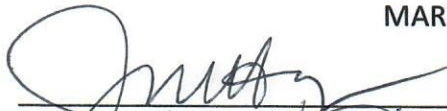
- (1) When not in use, credit cards not issued shall be secured by and in the office of the Town Supervisor or Supervisor of said departments.
- (2) Charges made on any account shall be for items which are authorized within the Department Head's spending limitation and budgeted in the Town's then-current budget.
- (3) As soon as possible, but not later than seventy-two (72) hours following any use of an account, the person using such account shall provide the original receipt to the Clerk-Treasurer, Deputy Clerk-Treasurer.
- (4) No credit card or charge account issued in the name of the Town shall be used for private purchases. Any employee who fails to provide a receipt for a purchase shall be personally liable to the Town for the amount of such charge and shall be subject to discipline by the Town.
- (5) Credit cards and accounts shall not be used to bypass or avoid the accounting system of the Town and charges to the credit cards and accounts shall be paid by

the Clerk-Treasurer only on the basis of original receipts and from appropriate budgeted funds, accounts, and line items pursuant to the claims procedures of the Town.

- (6) The Clerk-Treasurer shall pay the accounts promptly such that no interest, carrying charges or penalties shall be incurred due to late payments.
- (7) No credit card or account shall be used to obtain cash advances.
- (8) Any and all interest or late charges incurred on any accounts by the Town due to late submission of documentation by an employee of the Town shall be paid by the employee failing to provide information as required by this section, and any and all over-limit or other fees caused by an employee's charges in excess of the available account limits shall be paid by the employee causing such fees or charges and shall be subject to discipline by the Town.
- (9) Appropriate discipline shall be taken against any card user who (A) improperly uses a Town credit card or account or (B) otherwise violates the Credit Card and Account Use and Procedures set out above.

PASSED AND ADOPTED BY THE Town Council of the Town of Markle, Indiana on the 21st day of February, 2018.

MARKLE TOWN COUNCIL



Jeff Humbarger, President



Mark Hamilton, Vice-President



Rick Bower, Councilmember



Carolyn Hamilton, Clerk-Treasurer

Attest:

