

## Ordinance 781

### An Ordinance that will rescind Ordinance 643 Credit Cards for the Town of Yorktown and Ordinance 755

Whereas, the Yorktown Town Council last enacted and adopted Ordinance in September of 2017;

The Yorktown Town Council ordained the following procedures for the use of credit cards:

#### I. Credit Card Issuance

- A. The Clerk Treasurer is hereby authorized to make an application for ten credit cards for use by the:
  - 1. Town Manager with a maximum limit of \$10,000 and an individual limit of \$5,000
  - 2. Clerk Treasurer with a maximum limit of \$5,000
  - 3. Building Superintendent with a maximum limit of \$3,000
  - 4. Fire Chief with a maximum limit of \$3,000
  - 5. Street Superintendent with a maximum limit of \$3,000
  - 6. Town Marshal with a maximum limit of \$3,000
  - 7. Waste Water Department Head with a maximum limit of \$3,000
  - 8. Water Department Head with a maximum limit of \$3,000
  - 9. Town of Yorktown employees. These two cards with a maximum limit of \$3,000, would be signed out from the Clerk Treasurer with the approval of the supervisor and used for the purposes of travel for official town business.
- B. The use will be restricted to official town business limited to travel, educational expenses and public purchases. Cash advances and personal expenses are prohibited.
- C. Purchases above the amount of \$2,500 must have approval by the Town Manager or Town Council.

#### II. Credit Card Use Policies and Procedures

- A. Once issued to the department head/supervisor, the card and all charges properly or improperly documented are the responsibility of the cardholder.
- B. To use a Town of Yorktown card, the credit card will need to be signed out from the party responsible for the card. A signature for the credit card indicates that the card user agrees to the terms in the Ordinance. The following details will be recorded when signing out the card:
  - 1. Name and position of the individual requesting to use the card
  - 2. Estimated amounts to be charged based on available appropriation amount
  - 3. Fund and account numbers to be charged
  - 4. Dates that the card is issued and returned
- C. When not in use, the Town of Yorktown cards should be returned the following business day at the latest to the Clerk Treasurer's office, the Town Manager's office, or the office of the Department Head and will be kept in a locked cabinet.

- D. If a credit card is lost, the employee will notify the Clerk Treasurer's office to get the card cancelled as soon as possible. Terminated employees will be removed from the account by the Clerk Treasurer's office as soon as notification of the termination.
- E. Invoices or "paid" receipts filed in connection with the use of credit cards shall be submitted to the Clerk Treasurer for processing within 72 hours of use or the next business day upon return to work if travel is out-of-town, and shall be properly itemized and documented as provided in IC 5-11-10.
- F. The Town Manager or Head of the Department will approve the claim, certifying that any goods/services were received before the statement will be paid. Payment due date for cards will correspond with the approval of claims during Town Council meetings.
- G. Town officials and employees shall use credit cards for the purpose of town travel, educational expenses, and public purchases limited to the following:
  - 1. Hotel or motel room, normal resort fees, and parking. Employees should use self-park when available. Excluded charges are room service, in-room movies, and any additional fees or surcharges.
  - 2. Meals including a maximum gratuity of twenty percent with the limits specified in Ordinance #652 (\$10 Breakfast, \$15 Lunch, and \$20 for Dinner with the exception of the Town Manager and elected Town officials.)
  - 3. Fees or costs associated with attending training including but not limited to schools, conventions, and seminars.
  - 4. Supplies, materials, small tools, and minor equipment.
  - 5. Excluded charges include alcoholic beverages and cash advances.
- H. For online purchases, the credit card number must be entered for each purchase and should not be saved online or at any websites.
- I. The credit card account will be paid in full every billing cycle. Late charges will be the responsibility of the Clerk Treasurer unless the late fee is a result of employee misuse, failure to provide documentation, and reimbursement of improper charges.
- J. Improperly itemized and undocumented items shall be the personal responsibility of the individual who used the card or the department head and must be paid as soon as possible or when claims are due in the form of a check.
- K. Consequences for individuals who misuse credit cards or do not repay improperly itemized and undocumented items will range from immediate repayment with a personal check, deduction from future wages to termination.
- L. The Clerk Treasurer's office will match charges to the statement and after consulting with the appropriate Department Head or the Town Manager, will provide the final judgement on improperly itemized and undocumented charges.
- M. The responsibility of reconciliation will be segregated from the maintenance and control of the account whenever possible.

III. This ordinance shall be in full force and effect after its adoption by the Town Council of the Town of Yorktown, Indiana.

Passed and adopted by the Yorktown Town Council this 22nd day of April, 2019

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**President-Daniel Flanagan**

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**Vice-President Lon Fox**

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**Member-Michael Burke**

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**Member-Rick Glaub**

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**Member-Rich Lee**

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**Member-Robert Ratchford**

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**Member-Bryan Smith**

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**Attest: Clerk Treasurer-Lance Turner**