

Ordinance No. 643

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

(A) Credit Card Issuance

Section 1. The Clerk-Treasurer is hereby authorized to make application for credit cards for us by the Town Manager and the Clerk-Treasurer for the official city business limited to travel, educational expenses and public purchases.

Section 2. Credit cards issued to the Clerk-Treasurer's office for travel, educational expenses and public purchases shall have a maximum limit of \$5,000.

Section 3. Credit cards issued to the Town Manager's office for travel, educational expenses and public purchases shall have a maximum limit of \$3,000.

(B) Credit Card Use Policies and Procedures

Section 1. When not in use the Clerk-Treasurer's credit card will be kept in the vault in the Clerk-Treasurer's office. The Town Manager will retain his credit card in his office when not in use.

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

- (a) Hotel or motel room.
- (b) Hotel or motel room charges for telephone calls pertaining to town business.
- (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, non-business 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 use credit cards for the purpose of town purchases limited to the following:

- (a) Supplies
- (b) Materials
- (c) Small tools and minor equipment

Section 4. Accounts payable vouchers filed in connection with the use of credit cards shall be submitted to the Clerk-Treasurer for processing within 72 hours of use 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.

Section 5. 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 June, 2009.

Yorktown Town Council

Attest: Clerk-Treasurer