

Ordinance 2022-08

A RETROACTIVE ORDINANCE FOR THE USE OF CREDIT CARDS FOR TOWN PURCHASING

WHEREAS, the State Board of Accounts authorizes the use of credit cards once the Town has adopted a resolution or ordinance regarding credit card policies, and

WHEREAS, the Millersburg Town Council previously approved the use of credit cards by Town of Millersburg employees and officials, although the approval was not in the form of an ordinance or resolution, and

WHEREAS, the Town of Millersburg desires to formally approve the use of Town credit 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 by the Town Council of the Town of Millersburg, that:

Section 1

This ordinance is adopted in compliance with the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, authorizing a Town to use credit cards for appropriate Town purchases.

Section 2

Town of Millersburg employees and officials may use Town credit cards for purchases related to the performance of Town duties when such use is in the best interest of the Town.

Section 3

The Clerk Treasurer is authorized to obtain credit cards titled for Town departments at the request of the Department Head.

Section 4

The Department Head shall be responsible for safekeeping of the credit cards issues to his/her department. Credit cards shall be kept in a secured location.

Section 5

Town credit cards shall be used for purchases relating to the performance of Town business only. No personal use of a Town credit card is allowed, even if an employee offers to reimburse the Town for the employee's personal use of a Town credit card. If an accidental purchase is made on the Town credit card, that employee is to pay the Town back via written check.

Section 6

Payment of credit card bills shall be subject to the audit requirements of account payable vouchers in conformity with Indiana Code 5-11-10 and Indiana Code 36-4-8 and the regulations of the State Board of Accounts. Itemized receipts are required for all credit card purchases, including restaurant charges. Payment will not be made on the basis of a credit card statement. Signed charge slips showing a total charge only, with no itemization of items purchased, are not acceptable. It is the responsibility of the employee authorizing the charge to obtain proper itemized receipts.

Section 7

Credit card charges that do not meet audit requirements are the responsibility of the employee authorizing the charge. Any interest or penalty incurred due to the late filing with the Clerk Treasurer of accounts payable voucher for payment of a credit card, or incurred due to delay in furnishing of documentation required for audit by an officer or employee, shall be the responsibility of that officers or employee.

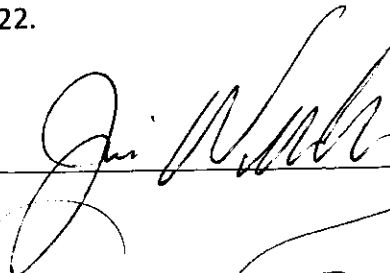
Section 8

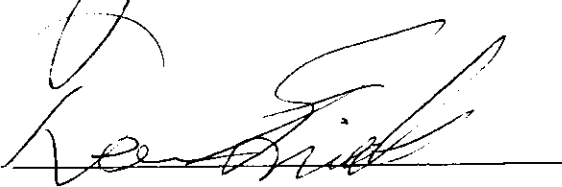
The Clerk Treasurer shall be notified immediately if a credit card is lost or stolen.

Section 9

The Millersburg Town Council may revoke any credit cards that have been used in violation of Town policy.

Duly passed and adopted by the Town Council of Millersburg, Indiana on the 22nd day of June, 2022.





Attest:

