

ORDINANCE 2012-02
TO PERMIT AND REGULATE THE USE OF CREDIT CARDS

WHEREAS, There are times for the needed usage of a credit card for business related services; and

WHEREAS, The Town Council of the Town of Wolcott, Indiana, has determined that authorization of applying and use of credit cards by the Town of Wolcott department supervisors and employees shall be the following, and

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of Wolcott, Indiana:

Section 1. Use of Credit Cards by Town Supervisors and Employees

- A) Credit Card Issuance
- 1) The Clerk-Treasurer is hereby authorized to make application for business credit cards for use by Town Supervisors and employees. All credit card account applications shall be signed by the clerk-treasurer.
 - 2) The town shall obtain one business credit card for a vendor.
 - 3) Business credit cards so issued shall have a maximum limit of \$1,000.
 - 4) The town's major credit card shall have a maximum limit of \$2,000.
- B) Credit card use policies and procedures
- 1) When not in use, the credit cards shall be secured in the office of the Clerk-Treasurer.
 - 2) Upon request by a town supervisor or employee, the Clerk-Treasurer shall issue the credit card for use and shall keep a record showing the date of issuance, date of return and purpose of use.
 - 3) Charges shall only be made on the credit card to purchase items or services which are authorized and budgeted in the budget of the town.
 - 4) Within seventy-two (72) hours of the purchase, the person using the credit card shall provide a copy of the credit card receipt and shall inform the Clerk-Treasurer in writing of the following:
 - a) The purpose of the purchase;
 - b) The line item from which the purchase is to be paid;
 - c) An itemized list of all charges incurred and whether those are paid from different budget line items.
 - 5) All credit card billing statements shall be sent by the issuer to the Clerk-Treasurer and the charges on the cards shall be paid by the Clerk-Treasurer from the appropriate budget line item pursuant to the claims procedures of the town.
 - 6) The Clerk-Treasurer shall pay the charge cards promptly so that no interest carrying charges of penalties will be incurred due to late payments. Any employee who causes interest or carrying charges to be added to the credit card account by a failure to timely provide the required information to the

Clerk-Treasurer shall be personally liable for the interest or carrying charge. Any employee who fails to provide a receipt for the purchase shall be personally liable for the purchase.

- 7) No credit card issued by the town for any department supervisor or employee shall be used by any person for a private purchase.

Section 2. Time of Effect

This Ordinance shall be in full force and effect from an after its passage, approved by the Wolcott Town Council of the Town of Wolcott, IN, and any publications as required by law.

Section 3. Repeal of Conflicting Ordinances

All Ordinances, or any parts thereof, previously enacted which are in conflict with the provisions of this Ordinance are hereby specifically repealed.

Upon motion duly made, seconded, and passed by unanimous vote of ___yeses and ___nos, it was moved that this Ordinance be considered for final passage upon its first presentation at this meeting.

Upon motion duly made and seconded, the foregoing Ordinance was adopted this 1st day of May, 2012, by the Wolcott Town Council, Wolcott, Indiana, by a vote of ____yeses and ____nos as follows:

YEA

NAY

Marsha L. Mackey, Council President

Marsha L. Mackey, Council President

Jon H. Evans, Council Vice President

Jon H. Evans, Council Vice President

Richard A. Lynn, Council Member

Richard A. Lynn, Council Member

Fred A. Young, Council Member

Fred A. Young, Council Member

Michael A. Yelton, Council Member

Michael A. Yelton, Council Member

ATTEST:

Linda S. Bajzatt, Clerk-Treasurer