

Resolution
ORDINANCE NO. 2017- 09

A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF ADVANCE, INDIANA
AMENDING RESOLUTION NO. 2010-12 AUTHORIZING
CREDIT CARD USE

WHEREAS, the Town Council of the Town of Advance, Indiana, (hereinafter "Town Council") adopted Resolution No. 2010-12 entitled "A Resolution of the Town Council of the Town of Advance, Indiana Authorizing Credit Card Use" on December 13, 2010; and

WHEREAS, the Town Council at this time believes it is in the best interest of the Town to amend Resolution 2010-12 to reflect current practices and uses of the Town credit cards.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ADVANCE that Resolution No. 2010-12 is amended to read as follows:

**A Resolution of the Town Council of the Town of Advance,
Indiana, Authorizing Credit Card Use**

1. The Clerk/Treasurer is authorized to obtain Town credit cards to be used for Town, Park, Utility and Police-related expenses.

2. Credit card use is authorized for Town, Park, Utility and Police business only. No personal expenses are authorized nor are any uses not specifically related to Town, Park, Utility or Police Utility business.

3. The credit card user must take measures to assure that sales tax is not added to any purchase or charged to the Town's credit card other than those allowable by the State Board of Accounts. If sales taxes are billed to the Town on a credit card statement, the user will be required to pay for those taxes.

4. The credit card user is responsible for turning in the receipts of all credit card purchases to the Clerk/Treasurer within the billing cycle. Any charges that appear on the credit card statement that do not have a corresponding receipt will be

paid by the credit card user. Any late fees that might be assessed to the Town card due to untimely payment for lack of a receipt will be the responsibility of the credit card user.

5. The Clerk/Treasurer shall maintain possession of all Town credit cards. Each Town employee will be required to sign the card in and out on the credit card log. All credit cards issued shall be returned to the Clerk/Treasurer when the purpose of the use of the credit card has been accomplished.

6. This Resolution shall be read in conjunction with Ordinance No. 2017-06, an Ordinance Adopting Purchasing Policies of the Town of Advance, Indiana, which designates the following persons as purchasing agents for the Town, and therefore, the following persons are the ones who shall be authorized to use the Town credit card: Town Marshal; Street Superintendent; Wastewater/Water Superintendent or Wastewater/Water Contractor; Electric Superintendent or Electric Contractor; Clerk/Treasurer; and Park Board President. As authorized by Ordinance No. 2017-06, these persons shall be authorized to make a purchase of less than Five Hundred Dollars (\$500.00) without prior specific approval of the purchasing agency (i.e., Town Council) and may use the Town credit card to do so. All credit card use by a purchasing agent shall be documented as illustrated herein with the Clerk/Treasurer, and shall be thereafter submitted in a report form to the purchasing agency (i.e., Town Council) for them to review and ratify, if appropriate, at their next regularly scheduled Council meeting.

7. This Resolution shall also be read in conjunction with Ordinance 2016-01 which permits the Town Clerk/Treasurer, at the direction of the Town Council President, to pay up to Five Thousand Dollars (\$5,000.00) to respond to an **urgent circumstance** prior to obtaining the approval of the full Town Council. The Town Clerk/Treasurer is permitted to use the Town credit card for an expenditure authorized by Ordinance 2016-01. The Town Clerk/Treasurer shall document the purchase and shall thereafter

submit the record of the purchase in a report form to the purchasing agency (i.e., Town Council) for them to review and ratify, if appropriate, at their next regularly scheduled Council meeting.

8. Any misuse of the Town credit card is subject to loss of credit card privileges and possible disciplinary action by the Town Council.

ALL OF WHICH IS PASSED AND ADOPTED this 11 day of September 2017 2017.

present
Matt Johnson, President

[Signature]
James Caldwell, Member

[Signature]
Melody Fry, Member

[Signature]
Dale Thompson, Member

Attest: [Signature]
Shari Johnson
Clerk/Treasurer