

**Ordinance Establishing the Authorization and Limitations on the Use of Credit  
Cards for the Town of Roann, Indiana**

Ordinance No. 2 of 2019

**WHEREAS**, under Indiana law, the primary function of the Town Clerk-Treasurer is to serve as the fiscal officer of the town; and

**WHEREAS**, the Town Clerk-Treasurer's responsibilities include, but are not limited to, prescribing the manner in which creditors, officers, and employees shall be paid, and receive and care for all Town moneys and disbursements on the order of the Town Council; and

**WHEREAS**, it is the desire of the Town Council of the Town of Roann, in the interests of efficiency and expediency, to authorize the use of one (1) town credit card and give access to said credit card to the Town Clerk-Treasurer, and any qualifying town official or employee as the Town Clerk-Treasurer or Town Council deem appropriate, for the limited purposes designated herein; and

**WHEREAS**, the issuance of a credit card to the Town of Roann officials and employees for travel expenses and emergency departmental purchases is a privilege and a convenience to those officials and employees. If this ordinance is abused or otherwise proves unworkable, the privilege may be discontinued;

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Roann, Indiana, that the following Ordinance establishing the authorization and limitations on the use of a credit card for the Town of Roann, Indiana, is adopted as follows:

**SECTION I**

1. Except as herein provided, the Town Clerk-Treasurer is authorized to apply for, and subsequently use, one (1) town credit card, and upon his or her sole discretion, provide access to town officials and town employees to use said credit cards for official town business, which shall be limited to the specific travel, educational, and/or public expenses, as delineated in Section 2, Subsection 1 of the Ordinance.
2. Upon request by a town official or town employee, the Town Clerk-Treasurer may issue the credit card for use, and shall keep a public record showing: the name of the employee, their position of employment, the estimated amounts to be charged, the item to be purchased, and the Town fund to be charged, the date the Credit Card is issued and returned, and any other details required by the Town Clerk-Treasurer. The accounting system or log attached as Exhibit "A" shall be utilized by the Town Clerk-Treasurer for the use of the Credit Card and may be modified by the Town Clerk-Treasurer from time to time as necessary.

## SECTION II

1. Town officials and town employees shall be granted the authority use the town credit card for the following limited travel, educational, or public-related expenses:
  - a. Hotel or motel room expenses, and hotel or motel room charges for telephone calls pertaining to town business;
  - b. Meals, which includes a maximum of 20% gratuity;
  - c. Fees or costs associated with attending any classroom, convention, or seminar courses, which inures to the benefit of the Town of Roann and their officers or employees, in their capacity as agents of the Town of Roann.
  - d. Gasoline or Diesel purchase for town owned vehicles only.
  - e. Town supplies, materials, small tools and minor equipment.
2. Excluded charges include;
  - a. Alcoholic beverages
  - b. Room service
  - c. Non-business telephone calls
  - d. In-room movies
  - e. Cash advances
3. The Town Credit Card may be used to make online purchases, including enrollment fees and accommodation and other costs related to seminars and instructional classes for Town officials and employees. A detailed receipt shall accompany the online purchase at the time of purchase. The Town Credit Card shall not be used at an online site where it is required to save the credit card information in its system.
4. The Town Credit Card shall be used for purchases relating to the performance of Town business only. No personal use of the 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.
5. Purchases allowable under Section 2, Subsection1 (a)-(d) of this ordinance are subject to a One Thousand Dollar (\$1,000.00) aggregate limit by any one employee or officer, per authorized use of said credit card.
6. Purchases allowable under Section 2, Subsection 1 (e) of this ordinance are subject to a Five Hundred (\$500.00) aggregate limit by any one employee or officer, per authorized use of said credit card.
7. Any expense not listed in Section 2 of this Ordinance is allowable, if and only if, approved by the Town of Roann Town Council before said charge is incurred.

## SECTION III

1. All accounts payable claims filed in connection with the authorized use of the credit card shall be submitted to the Town Clerk-Treasurer for processing within Seventy-Two (72) hours or first business day, of said use, and will be properly itemized and documented.

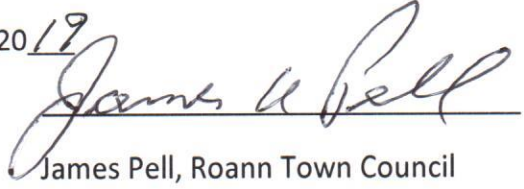
2. The Town Clerk-Treasurer shall be responsible to match all receipts and charges on the monthly credit card statement and to reconcile that use authorized against this Ordinance to ensure compliance with all provisions herein.
3. Any and all charges incurred shall be paid in full every billing cycle, and any unauthorized purchases or undocumented charges shall be the personal responsibility of the individual user, and not the Town of Roann.
4. Because the Town Credit Card purchases are subject to the same audit requirements as other disbursements, all detailed receipts must meet audit requirements. This means all receipts must be signed by the employee using the credit card, provide a detailed account of the items purchased, free of non-business related items, free of sales taxes, and free of items prohibited by Indiana Code. It is the responsibility of the employee authorizing the charge to obtain proper itemized receipts. Charge slips showing a total charge only is not acceptable without a store printout detailing items purchased as indicated above. Failure to comply with these requirements could result in the charge becoming the personal obligation of the employee. Additionally, any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee shall be the responsibility of that officer or employee. Credit card charges that do not meet audit requirements, including imposition of sales taxes for which the town is otherwise exempt, are the personal responsibilities of the employee authorizing the charge.
5. Credit card receipts shall be reviewed and signed by the Town Council at the regular Town Council Meeting and the Town Clerk-Treasurer shall have the authority to pay all reasonable annual fees associated with the credit card account.
6. When not in use the Town Credit Card shall be kept in a secure location in the office of the Town Clerk-Treasurer.

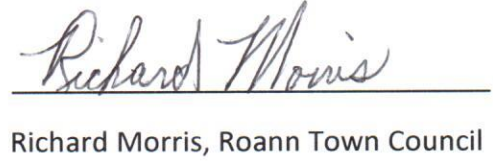
#### **SECTION IV**

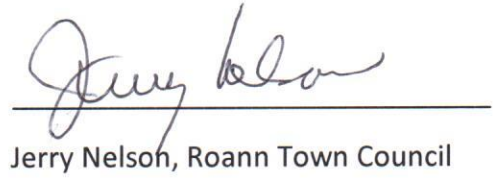
1. Notwithstanding any potential criminal charges and subsequent prosecution for the unauthorized or undocumented use of a town credit card, any town employee or any of the four (4) town official who makes any unauthorized purchase or fails to document their charges, shall be personally responsible for any such charges, as well as any and all interest, carrying charges and/or penalties associated with such charges.
2. In the event that a lawsuit is commenced to abate such violation or to collect on any unpaid assessment or charge due to the unauthorized or undocumented use of the town credit card, the person subject to the claim in recoupment shall be liable for any fine imposed, together with all costs of such action, including but not limited to costs of suit, expenses, and reasonable attorney fees incurred by the Town in bringing such action.

This ordinance shall be in full force and effect from and after its passage and approval by the Town Council.

Adopted this 8<sup>th</sup> day of JANUARY, 2019

  
James Pell, Roann Town Council

  
Richard Morris, Roann Town Council

  
Jerry Nelson, Roann Town Council

ATTEST:

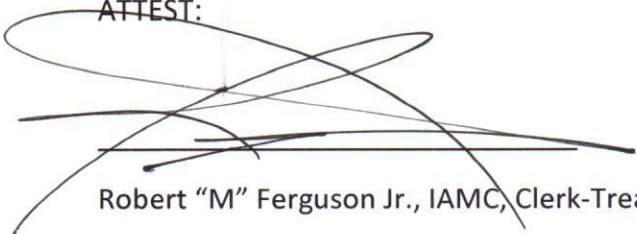
  
Robert "M" Ferguson Jr., IAMC, Clerk-Treasurer

EXHIBIT A

TOWN OF ROANN CREDIT CARD LOG

Name \_\_\_\_\_ Job Title \_\_\_\_\_ Estimated Amount \_\_\_\_\_ Item to be Purchased \_\_\_\_\_  
Fund to be Charged \_\_\_\_\_ Date Issued \_\_\_\_\_ Signature \_\_\_\_\_ Date Returned \_\_\_\_\_  
Supporting Documents Yes \_\_\_ No \_\_\_ Signature of Person Checking In CC/Documents \_\_\_\_\_ Title \_\_\_\_\_

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