

ORDINANCE NUMBER 2022-12

AN ORDINANCE TO AUTHORIZE THE USE OF A CREDIT CARD FOR TOWN PURCHASING

WHEREAS, the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7, authorizes a Town's use of credit cards once the Town adopts a resolution or ordinance regarding credit card policies and procedures; and

WHEREAS, the Town Council may authorize the use of a Town credit card with conditions it deems necessary and appropriate under Indiana Home Rule Powers in IND. CODE § 36-1-3-1; and

WHEREAS, the Town of Nashville desires to approve the use of a Town credit card by the Town Manager, Clerk-Treasurer or Department Heads (hereinafter "Town Officials") as well as designated Town Employees 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 Nashville, Indiana, 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, Chapter 7, authorizing a Town to use credit cards for purchases.

SECTION 2. The Town Manager, Clerk-Treasurer, or Department Head shall designate which Town Employees shall be issued credit cards. The credit card maximum limit shall not exceed \$5,000. Thirty-day emergency limit increases are permitted. Town of Nashville Officials and Employees may use a Town credit card for purchases related to the performance of town or utility duties when such use is in the best interest of the town or utility.

SECTION 3. The Town Clerk-Treasurer or their designee, shall be responsible for safekeeping of the Town Credit Card.

SECTION 4. Town credit card(s) shall be used only with the approval of the Town Manager, Clerk-Treasurer, Police Chief, or their designee. The Clerk-Treasurer shall maintain a log for each card identified by card name, with entries certified by signature of the Clerk-Treasurer, or their designee. The log shall include the following information: (1) the name and position of the individual given the Town's card; (2) upon issuance: the date the card is issued to the individual; and (3) upon return: the date the card is returned.

SECTION 5. A Town credit card 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 a Town Official or Town Employee offers to reimburse the Town for their personal use of a Town credit card. If an employee uses a card for personal use, disciplinary action will be taken.

SECTION 6. Payment of the Town credit card bills shall be subject to the audit requirements of accounts payable vouchers in conformity with Ind. Code § 5-11-10 and Ind. Code § 36-4-8 and the regulations of the State Board of Accounts. Itemized receipts are required for all Town credit card purchases. Payment will not be made on the basis of a Town credit card statement. Signed charge slips showing a total charge only, with no itemization of items purchased, are not acceptable. It is the

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responsibility of the Town Official or Town Employee authorizing the charge to obtain proper itemized receipts. Town credit cards may not be used for cash advances of any kind, personal use of any kind, purchase of alcoholic beverages, or any expense not otherwise allowed by law or under town policy.

SECTION 7. Town credit card charges that do not meet audit requirements, including charges that include the imposition of sales taxes for which the Town is otherwise exempt, are the responsibility of the Town Official or Town Employee authorizing the charge. The Town will take all necessary steps to obtain reimbursement for charges which do not meet audit requirements from the Town Official or Town Employee authorizing the charge, including, but not limited to, the garnishment of the charging employee's Town wages.

SECTION 8. The Clerk-Treasurer shall be notified immediately if a credit card or purchasing card is lost or stolen. If a credit card or purchasing card is lost due to negligence on the part of a Town Official or Town Employee, they shall be responsible for any and all expenses incurred on the lost credit card or purchasing card.

SECTION 9. The Clerk-Treasurer is authorized to revoke that Town credit card that has been used in violation of Town policy.

EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after September 15, 2022 and shall be used in conjunction with the Town of Nashville's general personnel policies.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF NASHVILLE, BROWN COUNTY, INDIANA, THIS 15th DAY OF September, 2022.

ATTEST:

Brenda K. Young
Clerk-Treasurer, Brenda K. Young

Nancy Crocker yea nay abstain
President Nancy Crocker

Jane Gore yea nay abstain
Vice-President Jane Gore

Anna Hofstetter yea nay abstain
Council Member Anna Hofstetter

Tyra Miller yea nay abstain
Council Member Tyra Miller

Dave Rudd yea nay abstain
Council Member Dave Rudd

Wanda E. Jones
Wanda E. Jones, Town Attorney