

ORDINANCE NO. 2016- 1

SHORT TITLE: AN ORDINANCE REGULATING THE USE OF CREDIT CARDS AND CHARGE CARDS ISSUED TO TOWN OF MONROE EMPLOYEES ON BEHALF OF THE TOWN OF MONROE, INDIANA

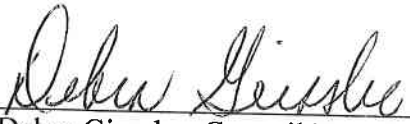
WHEREAS, there is no specific statutory authority for the use of credit cards or charge cards by local governmental units,

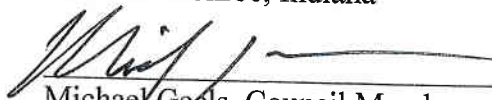
WHEREAS, the Common Council of the Town of Monroe, Indiana by a Home Rule ordinance does need to clarify, define and protect the city and the town employees from use of credit cards and charge cards.


THE COMMON COUNCIL OF THE TOWN OF MONROE, INDIANA,
THEREFORE ORDAINS AS FOLLOWS:

- SECTION 1. Any credit cards and charge cards under the Town of Monroe's name will be kept with the Town Clerk-Treasurer.
- SECTION 2. The Clerk-Treasurer will keep a log which would include the employees name, employee's position, reason for usage of the card, estimated amounts to be charged, fund and account numbers to be charged, and the date the card is issued and returned. Once the purpose for which the card was issued is accomplished, the card must be returned to the Clerk-Treasurer.
- SECTION 3. All claims filed in connection with use of the credit cards and charge cards must be itemized as provided in IC 5-11-10 before being approved and paid. If the claims are not itemized or properly documented, the employee is responsible for payment of the claim. If any interest or penalty is incurred due to late filing by an employee, the employee is responsible for paying the interest or penalty charges.
- SECTION 4. All costs incurred and charged with a credit card or charge card must be business related and not for personal use. Reasonable "tip" or gratuity is allowable where service has been provided. Such items as personal telephone calls, movies, alcohol, or any other personal expenses should not be paid from public funds, and will be the employee's responsibility.
- SECTION 5. An employee who abuses the credit card or charge card use will be restricted from future card use and subject to disciplinary action.
- SECTION 6. Credit limits for credit cards and charge cards to be set by Resolution by the Common Council from time to time.

PASSED AND ADOPTED by the Common Council of the Town of Monroe, Indiana
this 7th day of April, 2016


Debra Giessler, Council President
Town of Monroe, Indiana


Michael Geels, Council Member
Town of Monroe, Indiana


Jeffrey Johnson, Council Member
Town of Monroe, Indiana

ATTEST:


Rachel A Burkhardt, Clerk-Treasurer

SUBMITTED to the Town Council, Monroe, Indiana for their approval this 7th
day of April, 2016.