CUMBERLAND TOWN COUNCIL

ORDINANCE 2015 – 19

ORDINANCE AMENDING TOWN CODE SECTION 00-03-32-33 TO ADD CREDIT CARD / PROCUREMENT CARD POLICIES

WHEREAS, the Town of Cumberland Town Code § 00-03-32-33 provides rules for the use and management of credit cards and purchase cards (collectively “credit cards”).

AND WHEREAS, the Town of Cumberland’s credit card policy mandates that Cumberland employees may only use a credit card specifically issued to them.

AND WHEREAS, the Town of Cumberland credit card policy provides for disciplinary action for any misuse of a credit card.

AND WHEREAS, the Town of Cumberland credit card policy details a procedure for returning credit cards in the event of separation from employment.

AND WHEREAS, the Town Code does not contain policies regarding employee use, misuse, or a procedure in the event of separation from employment.

AND WHEREAS, the Cumberland Town Council finds a need to supplement Town Code § 00-03-32-33 to add additional policies in order to match the Town’s credit card policy.

IT IS, THEREFORE, ORDAINED that Section 00-03-32-33, is amended and that this section reads as follows:

“§ 00-03-32-33 CREDIT CARDS RULES

(A) The issuance and use of credit cards by the various departments and other units of the town that are subject to the Town Council’s oversight is hereby authorized and allowed.

(B) At the Clerk-Treasurer’s discretion and on such terms as he or she deems advisable, the Clerk-Treasurer of the town is hereby authorized to negotiate with banks

Ordinance 2015-19 Credit Card Procurement
and other financial institutions and with suppliers and service providers to the town to obtain credit cards and purchasing cards (collectively “credit cards”) for the use and benefit of any and all department and other operating units of the town that may require them to operate efficiently. The Clerk-Treasurer is further authorized and empowered to apply for and execute on behalf of the town credit applications and any other documentation required to obtain those cards for those departments and operating units. The Clerk-Treasurer is further authorized to pay all annual fees assessed for the use of these credit cards. For purposes of this section, annual fees includes, but is not limited to, membership fees, service fees, and renewal fees.

(C) Unless a higher limit is authorized by this Town Council for the appropriate fiscal body for that department or operating unit, the credit limit for such cards shall be $5,000 per department.

(D) The regulation and usage of credit cards shall be the responsibility of the directors, chief, superintendent, or other department head of each of the various departments and operating units of the town, and that person shall be the custodian and any departmental credit card(s). No employee shall use a card issued to another employee.

(E) Departmental credit cards may be used only for lawful charges of expenses related to and necessary for the effective operation of that department. Such uses include but are limited to:

1. Purchasing of supplies and equipment for the use and benefit of the department;

2. Travel and lodging expenses of departmental personnel while traveling on approved municipal business;

3. Meal expenses of departmental personnel while traveling on approved municipal business, provided that any such expense may not exceed any authorized per diem for meal. Reasonable tips or gratuities are allowed as meal expenses if service is provided as part of the meal.

4. Approved training and education costs for departmental personnel;

and

5. Any other use required for the efficient operation of the department when use of vouchers, checks, or other means of credit are not possible, provided that said use had been approved by the department head.

(F) When the purpose for which credit has been used is accomplished, the card must be returned to the authorized custodian of the card.

(G) The authorized custodian of any credit cards must maintain an accounting system concerning their use, which shall include the names of the individuals requesting and using the cards, their positions, the estimated amount and purpose of any charges, and the date and time the card is taken return. The custodian shall also obtain and keep all charge receipts and other documentation supporting the charges.
(H) (1) Within seven days of use of a town credit card, the employee using the credit card shall deliver to the authorized custodian of the card the following documents:

(a) A claim form for the charges made signed by the employee;

(b) Original receipts and/or invoices for the charges; and

(c) Any other documentation requested by the town which supports the claim.

(2) IF the employee loses the original receipt and/or invoice, the employee shall provide a duplicate receipt and/or invoice or an affidavit of lost receipt.

(I) Within seven days of receiving the required documentation, the authorized custodian shall deliver the documentation to the Clerk-Treasurer for processing.

(J) Any interest, late charges, or other fees resulting from the tardy submission of credit card receipts by any officer or employee shall be the personal responsibility of that officer or employee to pay.

(K) The credit cards may not be used for the following.

(1) Personal use:

(2) Purchase of alcohol:

(3) Any illegal purpose:

(4) To bypass, the town’s accounting system or purchasing policies.

(L) Any misuse of a Town credit card may result in disciplinary action up to and including termination.

(M) Any Town credit card must be surrendered immediately at separation from employment."

**IT IS FURTHER ORDAINED** that this Ordinance takes effect upon adoption.

**IT IS FURTHER ORDAINED** that all other provisions of the Town Code which are not expressly amended by this Ordinance, will remain in full force and effect.

Adopted this _____ day of ________________, 2015
A MAJORITY OF THE TOWN COUNCIL OF CUMBERLAND, INDIANA

Joe Sieffler, President

Anna Pea, Vice President

Nicole Bell, Council Member

Brian Gritter, Council Member

Mark Reynold, Council Member

ATTEST:

Erica Salmon, Clerk-Treasurer