

Ordinance 2016-01

AN ORDINANCE TO AUTHORIZE THE USE OF
CREDIT CARDS FOR TOWN PURCHASES

WHEREAS, the State Board of Accounts Manual for Cities and Towns, Chapter 7, authorizes a Town to use credit cards once the Town adopts a resolution or ordinance regarding credit card policies.

WHEREAS, the Town of Westport wishes to approve the use of Town credit cards by Town employees and officials in the performance of Town duties when such use is in the best interest of the Town.

Therefore, be it ordained by the Town Council that:

Town of Westport employees and officials may use Town credit cards for purchases related to the Town when such use is in the best interest of the Town.

Town credit cards shall only be used with the approval of the Town Council or Clerk-Treasurer. Department Heads issued a credit card shall maintain a usage log for each card identified by card account number (last four digits only). The log shall include the following:

- 1) The name and position of the individual using the Town's Card
- 2) The type of purchase and approximate amount of the purchase
- 3) Upon return, the actual amount charged shall be indicated
- 4) Department Head shall sign acknowledgement of return of card

Credit card purchases shall only be used for Town business. No personal use of a Town credit card is authorized.

Because 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 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 properly itemized receipts. Charge slips showing a total charge only is not acceptable without a store printout detailing items purchased as indicated above. Failure to do so could result in the charge becoming the personal obligation of the employee.

Initials of Town Council:

