

**MEDARYVILLE TOWN COUNCIL  
ORDINANCE NO. 2009-10-1**

**AN ORDINANCE TO ESTABLISH THE USE AND CONTROL OF TOWN  
CREDIT CARDS FOR THE TOWN OF MEDARYVILLE, INDIANA**

**WHEREAS**, the State Board of Accounts requires the Town governing body to authorize the use of a government credit card and to establish controls on the use of said cards; and

**WHEREAS**, the Medaryville Town Council must establish a policy regarding the use and control of Town issued credit cards.

**NOW THEREFORE, BE IT ORDAINED**, that an Ordinance to Establish the Use and Control of Town Credit Cards for the Town of Medaryville, Indiana, shall hereby read as follows:

(a) *Town Marshall and Deputy Town Marshall.* The Town Marshal and Deputy Town Marshall are hereby authorized to obtain a credit card in the name of the town under the following restrictions and controls:

- (1) The credit card may be used for fuel, oil, and vehicle related expenses only.
- (2) When not in use, the credit card shall be maintained in the respective Town Marshal's and Deputy Town Marshall's personal possession.
- (3) The Town Marshall and Deputy Town Marshall should maintain a log, which includes the name of the individual requesting usage of the credit card, estimated amounts and accounts to be charged, and the date the credit card is issued and returned.
- (4) The employee using the credit card shall be responsible for all late fees resulting from the failure to submit the credit card slip and detailed receipt in a timely manner for payment.
- (5) The employee using the credit card shall be responsible for all costs billed for which the credit card slip and a detailed receipt is not filed.

(b) *Town Maintenance Supervisor.* The Town Maintenance Supervisor is hereby authorized to obtain a credit card in the name of the town under the following restrictions and controls:

- (1) The credit card may be used for fuel, oil, and vehicle and equipment related expenses only.
- (2) When not in use, the credit card shall be maintained in the respective Town Maintenance Supervisor's personal possession.
- (3) The Town Maintenance Supervisor should maintain a log, which includes the name of the individual requesting usage of the credit card, estimated amounts and accounts to be charged, and the date the credit card is issued and returned.
- (4) The employee using the credit card shall be responsible for all late fees resulting from the failure to submit the credit card slip and detailed receipt in a timely manner for payment.
- (5) The employee using the credit card shall be responsible for all costs billed for which the credit card slip and a detailed receipt is not filed.

(c) *Town Clerk/Treasurer.* The Town Clerk/Treasurer is hereby authorized to obtain a credit card in the name of the town under the following restrictions and controls:

- (1) The credit card may be used for fuel, oil, and vehicle and equipment related expenses only
- (2) When not in use, the credit card shall be maintained in the respective Town Clerk/Treasurer's personal possession.
- (3) The Town Clerk/Treasurer should maintain a log, which includes the name of the individual requesting usage of the credit card, estimated amounts and accounts to be charged, and the date the credit card is issued and returned.
- (4) The employee using the credit card shall be responsible for all late fees resulting from the failure to submit the credit card slip and detailed receipt in a timely manner for payment.
- (5) The employee using the credit card shall be responsible for all costs billed for which the credit card slip and a detailed receipt is not filed.

Passed and Adopted by the Town Council of the Town of Medaryville, Indiana this 21<sup>st</sup> day of October, 2009.

COMMON COUNCIL FOR THE TOWN OF MEDARYVILLE

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Gene Payne, Council President

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Nema Wireman, Council Member

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Rick Prater, Council Member

ATTEST:

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Judy Harwood,  
Clerk-Treasurer