

Town of Georgetown, Indiana

Ordinance # G-10-14

AN ORDINANCE AMENDING AND ESTABLISHING PURCHASING GUIDELINES FOR THE TOWN OF GEORGETOWN.

WHEREAS, Indiana Code 5-22 (the "Act") applies to every expenditure of public funds by a governmental body; and,

WHEREAS, pursuant to Indiana Code 5-22-2-13, the Town Council of the Town of Georgetown ("Georgetown") is a governmental body; and,

WHEREAS, pursuant to Indiana Code 5-22-3-3, a governmental body may adopt rules to regulate purchases of the governmental body; and,

WHEREAS, pursuant to Indiana Code 5-22-4-5, the purchasing agents for Georgetown have been designated in Ordinance G-04-06; and,

WHEREAS, Pursuant to Indiana Code 5-22-6-1, the purchasing agency of a governmental body may purchase services using any procedure the governmental body or the purchasing agency of the governmental body considers appropriate.

NOW, THEREFORE, BE IT ORDAINED BY THIS TOWN COUNCIL OF THE TOWN OF GEORGETOWN, INDIANA, AS FOLLOWS:

SECTION 1: Georgetown Code Sections 32.16 and 32.17 are modified, amended and restated as follows:

"§ 32.16 PURCHASING AGENTS DESIGNATED.

- (A) The Town Council is hereby designated as the purchasing agency for the town.
- (B) The following individuals are hereby designated as purchasing agents and shall be responsible for purchasing necessary materials and supplies for the town, in accordance with I.C. 5-22 and successor statutes that may be enacted:
- (1) The Clerk-Treasurer, Deputy Clerk-Treasurer shall be the purchasing agents for any departments within the town, including but not limited to the Office of the Clerk-Treasurer; and
 - (2) The Town Marshal shall be the purchasing agent for supplies for the Town Police Department.
 - a. Provided the same are budgeted, the Town Marshal is authorized to make purchases of materials and/or services for emergency repairs to town vehicles in an amount up to \$2,000.00 with prior notification of the Town Council President or, if such president is unavailable, the Town Council Vice President.
 - (3) The Director of Public Works shall be the purchasing agency for all departments under his/her authority, including utilities and parks.
 - a. Provided the same are budgeted, the Director of Public Works is authorized to make purchases of materials and/or services for emergency or required repairs for: 1) pump station troubleshooting and repair/replacement, 2) force main troubleshooting and repair and replacement, 3) gravity sanitary sewer line repair and replacement, and 4) water line repair and replacement, in an amount

up to \$5,000.00 with prior notification of the Town Council President or, if such president is unavailable, the Town Council Vice President.

b. Provided the same are budgeted, the Director of Public Works is authorized to make purchases of materials and/or services for emergency repairs to town vehicles in an amount up to \$2,000.00 with prior notification of the Town Council President or, if such president is unavailable, the Town Council Vice President.

(C) Except as hereinabove provided, any order made for the purchase of goods in excess of \$200 must be signed by a majority of the purchasing agency.

(Ord. G-04-06, passed 3-18-2004, Ord. G-10-14, passed _____)

§ 32.17 CREDIT CARD POLICY.

(A) The following policies and procedures shall be implemented with respect to the use of town credit cards:

- (1) The Clerk-Treasurer of the town shall be the custodian of all credit cards.
- (2) No person other than a town officer or employee shall be authorized to use any credit account held in the name of the town.
- (3) No unauthorized purchases shall be made on any credit card held in the name of the town. Authorized purchases on town credit cards shall be limited to fuel, supplies and/or materials required by the town in the ordinary course of business, and any purchase(s) specifically authorized by the Town Council of the town.
- (4) Any person who makes an unauthorized charge(s) on any credit card held in the name of the town shall be personally liable to the town for the amount of the charge(s) plus any damages incurred by the town resulting from the charge(s).
- (5) Any officer or employee of the town wishing to use a town credit card shall check out the card by signing a log book, to be maintained by the Clerk-Treasurer, indicating the name of the person receiving the card, the date and time on which the card is received, the name of the person returning the card, and the date and time on which the card is returned.
- (6) Any person who loses a credit card belonging to the town and who fails to notify the town of such loss shall be responsible for any damages suffered by the town as a result of the lost card, including but not limited to unauthorized charges made on the lost card prior to the town's notification.

(7) No person shall be permitted to charge more than \$200.00 per purchase on a town credit card without prior approval from the Town Council for charges exceeding such amount in such period.

(B) Any provision(s) of this section may be waived, altered and/or modified by decision of the Town Council of the town.

(Ord. G-03-11, passed 8-22-2003, Am. Ord. G-06-03, passed 1-19-2006, Am. Ord. G-10-14, passed _____)

SECTION 2: All provisions of prior ordinances, resolutions, and the Georgetown Code inconsistent with this Ordinance are hereby repealed.

So **ORDAINED** by the Town Council this 13th day of September 2010.

YEA


NAY







ATTEST:


Douglas Cook, Georgetown Clerk/Treasurer

Introduced without objection on September 13, 2010.

Passed upon 9-13-10 reading by the members signing above.