

ORDINANCE NO. G-03- 11

**AN ORDINANCE ESTABLISHING A CREDIT CARD POLICY
FOR THE TOWN OF GEORGETOWN, INDIANA**

WHEREAS, Town of Georgetown, Indiana, by and through its officers and employees, acquires certain goods and services on credit; and

WHEREAS, the Town Council of the Town of Georgetown, following due discussion and consideration, has determined that it is necessary to establish certain policies and procedures with respect to the use of Town credit cards.

NOW, THEREFORE, BE IT ORDAINED that the following policies and procedures shall be implemented with respect to the use of Town credit cards:

1. The Clerk-Treasurer of the Town of Georgetown 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 of Georgetown, Indiana.
3. No unauthorized purchases shall be made on any credit card held in the name of the Town of Georgetown, Indiana. Authorized purchases on Town credit cards shall be limited to fuel, supplies and/or materials required by the Town of Georgetown in the ordinary course of business, and any purchase(s) specifically authorized by the Town Council of the Town of Georgetown.
4. Any person who makes an unauthorized charge(s) on any credit card held in the name of the Town of Georgetown, Indiana, shall be personally liable to the Town of Georgetown, Indiana for the amount of such charge(s) plus any damages incurred by the Town of Georgetown resulting from said charge(s).
5. Any officer or employee of the Town of Georgetown wishing to use a Town credit card shall check out such 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. No Town credit card shall be checked out later than 3:30 p.m. on a normal business day.
7. Any credit card checked out by a Town officer or employee shall be returned to the Clerk-Treasurer by the close of business on the same day on which the card is checked out.

8. No credit card belonging to the Town of Georgetown shall be checked out during non-business hours.
9. No person shall check out more than one credit card at one time.
10. Any person who loses a credit card belonging to the Town of Georgetown 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.
11. No person shall be permitted to charge more than \$100.00 on the Town's Marathon credit card each time the card is checked out.
12. No person shall be permitted to charge more than \$100.00 on the Town's Jacobi Oil credit card each time the card is checked out.
13. No person shall be permitted to charge more than \$200.00 on the Town's Walmart credit card each time the card is checked out.
14. No person shall be permitted to charge more than \$200.00 on the Town's Home Depot credit card each time the card is checked out.


NOW, THEREFORE, BE IT FURTHER ORDAINED that any provision(s) of this Ordinance may be waived, altered and/or modified by decision of the Town Council of the Town of Georgetown.

NOW THEREFORE BE IT FURTHER ORDAINED that should any term or provision of this Ordinance be declared to be unconstitutional or invalid by a court of competent jurisdiction, such determination shall not affect the remainder of this Ordinance which shall remain in full force and effect; and

NOW, THEREFORE, BE IT FURTHER ORDAINED that any provision of any Ordinance of the Town of Georgetown, Indiana that is in conflict with any provision this Ordinance is hereby repealed to the extent of such conflict, and any provision of any Ordinance not in conflict with this Ordinance shall remain in full force and effect.

ADOPTED by the Town Council of the Town of Georgetown this 22 day of August, 2003.

TOWN COUNCIL OF THE TOWN OF
GEORGETOWN, INDIANA


Patti Denison, President

Terry Cain, Vice-President

Kenneth Frederick
Kenneth Frederick, Member

Ginger Vernon
Ginger Vernon, Member

Jim Henriott
Jim Henriott, Member

ATTEST:

Linda K. Sanders, Clerk-Treasurer