

Town of Georgetown, IN

Ordinance # G-06- 03

**AN ORDINANCE AMENDING §32.17 OF
THE GEORGETOWN CODE OF ORDINANCES,
CONCERNING EMPLOYEE USE OF
TOWN OWNED CREDIT CARDS
FOR THE TOWN OF GEORGETOWN**

**BE IT ORDAINED BY THE
TOWN COUNCIL OF THE TOWN OF GEORGETOWN,
INDIANA THAT:**

WHEREAS, the Town Council of Georgetown has reviewed §32.17 of the Code of Ordinances and identified that certain parameters therein are not what is being followed by the Town employees; and,

WHEREAS, the Town Council of Georgetown has identified that this failure to comply with these stated policies are beyond the employees' control, for example, filling up a garbage truck with diesel fuel can routinely cost more than the \$100 maximum limit currently in place, due to the recent and marked increase in gasoline and other fuel costs; and,

WHEREAS, the Town Council seeks to have policies and requirements in place that are followed and can be reasonably be met.

NOW THEREFORE, BE IT ORDAINED:

SECTION 1. Section 32.17 of the Code of Ordinances is hereby amended to read:

§ 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)~~ 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 shall be checked out during nonbusiness hours.

~~(9)~~ (7) No person shall check out more than 1 credit card at 1 time.

~~(10)~~ (8) Any person who loses a credit card belonging to the town 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)~~ (9) No person shall be permitted to charge more than \$100 200 on the town's Marathon credit card each time the card is checked out.

~~(12)~~ (10) No person shall be permitted to charge more than \$100 200 on the town's Jacobi Oil credit card each time the card is checked out.

~~(13)~~ (11) No person shall be permitted to charge more than \$200 500 on the town's Wal-mart credit card each time the card is checked out.

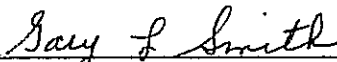
~~(14)~~ (12) No person shall be permitted to charge more than \$200 500 on the town's Home Depot Lowe's credit card each time the card is checked out.

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

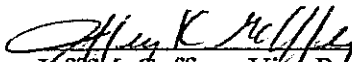
SECTION 2. The remainder of Section 32 of the Code of Ordinances is confirmed and reiterated.

NOW, THEREFORE, BE IT FURTHER ORDAINED that all Ordinances of the Town of Georgetown, Indiana which are in conflict with this Ordinance are hereby repealed to the extent of such conflict, and 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, Indiana, this 19 day of June, 2006.

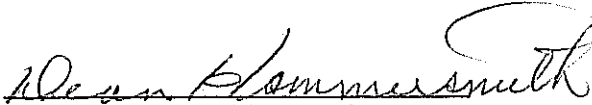


Gary Smith, President



Jeff McCaffrey, Vice President


Jay Davis, Member



Dean Hammersmith, Member

Chris Carter, Member

ATTEST:


Doug Cook, Georgetown Clerk/Treasurer