

**RESOLUTION 2014 - 01**

**A RESOLUTION OF THE COMMON COUNCIL  
FOR THE CITY OF LEBANON, INDIANA**

**ESTABLISHING POLICY FOR THE USE AND ISSUANCE OF CREDIT CARDS**

WHEREAS, various departments and offices of the City of Lebanon, Boone County, Indiana ("City") currently have open credit cards or credit accounts for various vendors; and

WHEREAS, no state statute governs the use and issuance of credit cards, but the State Board of Accounts of Indiana has issued certain criteria for the use of credit cards by a governmental unit; and

WHEREAS, the Lebanon Common Council ("Council") believe it is in the best interest of the City of Lebanon to adopt certain authorized procedures for the use of said credit cards by authorized individuals.

NOW THEREFORE, IT IS RESOLVED AS FOLLOWS: The use and issuance of credit cards by various offices and departments of the City of Lebanon is hereby authorized as follows:


1. The Clerk-Treasurer for the City of Lebanon ("Clerk-Treasurer") may negotiate on such terms as he/she deems advisable, with banks, suppliers, or service providers to the applicable department to obtain credit cards or accounts of credit (collectively "credit cards") for the use and benefit of the City to operate efficiently.
2. Unless a higher limit is authorized in advance, the credit limit for each credit card shall not exceed Five Thousand Dollars (\$5,000.00).
3. The department head may authorize certain employees within the department to use the credit card solely for the purposes set out herein but the Clerk-Treasurer shall retain the custody of the credit card at all other times.

4. Credit cards may be used only for lawful charges of expenses related to and necessary for the effective operation of that department and the City. Such uses include but are not limited to:
  - (a) Purchasing of supplies and equipment for the use and benefit of the department;
  - (b) Travel and lodging expenses of departmental personnel while traveling on approved business;
  - (c) Meal expenses of departmental personnel while traveling on approved business, provided that any such expense may not exceed any authorized per diem for meals. Reasonable tips or gratuities are allowed as meal expenses if service is provided as part of the meal. Tips shall not exceed twenty percent (20%) of the bill. No charges for alcohol will be permitted;
  - (d) Approved training and education costs for departmental personnel, and
  - (e) Any other use required for the efficient operation of the department when use of vouchers, checks, or other means of credit are not possible, provided that said use had been approved by the department head.
  
5. Within seven (7) days of use of a credit card, the employee using the credit card shall deliver to the Clerk-Treasurer the following documents:
  - (a) a claim form for the charges made signed by the employee;
  - (b) original receipts and/or invoices for the charges; and
  - (c) any other documentation requested by the department which supports the claim.
  - (d) if the employee loses the original receipt and/or invoice, the employee shall provide a duplicate receipt and/or invoice or an affidavit of lost receipt.
  
6. The department head shall ensure no charges are placed on the credit card for an amount which would cause any budgeted appropriation of the department to be overdrawn.

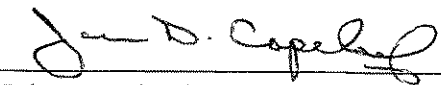
7. The Clerk-Treasurer shall pay the credit card company through the standard claim procedure of the City. The underlying invoice or receipt for travel and/or supplies under the credit card shall be attached to the claim.
8. The City may pay interest and annual fees on the credit card. However, any interest or late fees accruing because of delays in the billing by the office shall be paid by that office.
9. A list of all credit cards issued to the City shall be maintained in the Clerk-Treasurer's Office. The list shall include the credit limit and authorized users. When the Credit Cards are not being utilized by authorized personnel, they will be maintained and kept by the Clerk-Treasurer.
10. The Clerk-Treasurer shall be listed on the account as authorized to access the credit card records.
11. The Clerk-Treasurer is authorized to cancel any card at any time, or to remove any authorized user at any time.
12. Any authorized user leaving employment is to be removed from the card at the time of resignation/dismissal/termination.
13. Any unauthorized use of the card is to be considered grounds for dismissal by the department head and/or the Mayor and the Board of Works.
14. On-time payment of credit cards is the responsibility of the Clerk-Treasurer; recurring late charges are to be considered unauthorized use of the account.

IT IS SO RESOLVED this 3<sup>rd</sup> day of January, 2014.

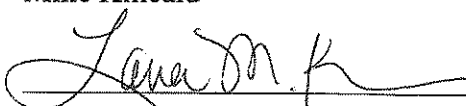
THE COMMON COUNCIL OF THE CITY OF LEBANON, INDIANA

  
Harold "Huck" Lewis, Mayor

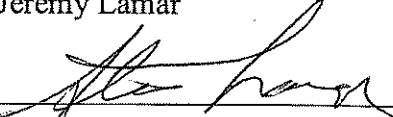
  
Keith Campbell

  
John Copeland

  
Mike Kincaid

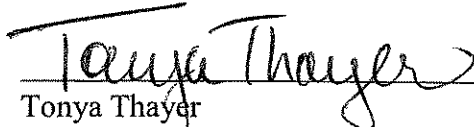
  
Lana Kruse

  
Jeremy Lamar

  
Steve Large

  
Preston Myers

ATTEST:

  
Tonya Thayer  
Clerk-Treasurer