

RESOLUTION 2014-07

A RESOLUTION OF THE COMMON COUNCIL FOR THE CITY OF LEBANON TO IMPLEMENT PROCUREMENT CARDS

WHEREAS, The City of Lebanon, (“City”) is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council (“Council”); and

WHEREAS, it is the duty and responsibility of the Council to maintain the fiscal integrity and efficiency of the financial transactions of the City by adopting policies and procedures that decrease unnecessary work for the City’s employees; and

WHEREAS, the Common Council may authorize the use of credit cards and purchasing cards with conditions it deems necessary and appropriate under the authority of I.C. § 36-1-3-1 [Home Rule]; and

WHEREAS, certain professional services such as contract procurement card and related services may be provided by a vendor to the City to provide commercial card services for recurring invoices for municipal payments to assist in maintaining the financial integrity of the City; and

WHEREAS, the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual For Cities and Towns, Chapter 7, authorizes a City to utilize credit cards upon the adoption of a resolution or ordinance regarding credit card policies; and

WHEREAS, the City of Lebanon desires to approve the use of City credit cards and purchasing cards by City employees and officials in the performance of City duties when such use is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED by the Common Council for the Lebanon City, Indiana, as follows:

SECTION 1. This Resolution is adopted in compliance with the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7, which authorizes a City to use credit cards for purchases and payments. The City has previously adopted an Ordinance relating to the authorized uses of Credit Cards and such Ordinance is confirmed herein.

SECTION 2. The Clerk-Treasurer is authorized to obtain credit cards and purchasing cards titled for City Departments on the request of the Department Head.

SECTION 3. Payment of credit card and purchasing card bills shall be subject to the audit requirements of accounts payable vouchers in conformity with I.C. § 5-11-10, I.C. § 36-4-8 and the regulations of the State Board of accounts. Electronic invoices or itemized receipts are

required for all credit card and purchasing card purchases, including restaurant charges. Payment will not be made on the basis of a credit card or purchasing card statement. Signed charge slips showing a total charge only, with no itemization of items purchased, are not acceptable. It is the responsibility of the employee authorizing the charge to obtain proper itemized receipts.

SECTION 4. The Department Head, or their designee, shall be responsible for safekeeping of the credit cards and purchasing cards.

SECTION 5. City credit cards and purchasing cards shall be used only with the approval of the Department Head, or their designee. The Department Head shall maintain a usage log for each card identified by card account number, with entries certified by signature of the Department Head, or their designee. The log shall include the following information: (1) the name and position of the individual using the City's cards; (2) the date the card is issued to the individual, the estimated amounts to be charged, the type of expenses (such as airline tickets or office supplies), and the appropriate account numbers to be expended; and (3) the date the card is returned and the amount charged to the card.

SECTION 6. City credit cards and purchasing cards shall be used for purchases relating to the performance of City business only. No personal use of a City credit card or purchasing card is permitted, even if an employee offers to reimburse the City for the employee's personal use of a City credit card or purchasing card.


SECTION 7. The Clerk-Treasurer is authorized to revoke credit cards or purchasing cards that have been used in violation of City policy.

SECTION 8. This Resolution shall be in effect upon adoption. All acts undertaken to implement this Resolution are hereby ratified.

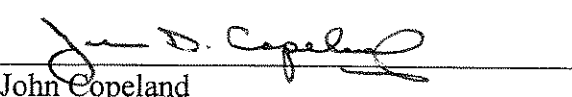
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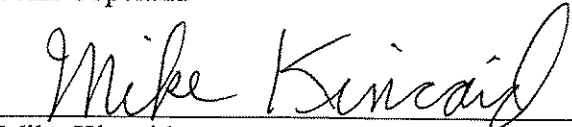
ALL OF WHICH IS RESOLVED THIS 28th DAY OF APRIL, 2014.

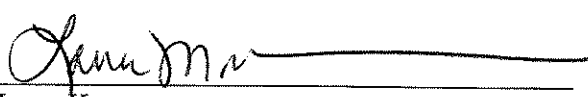
LEBANON CITY COUNCIL

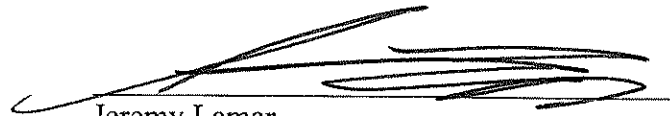

Harold "Huck" Lewis, Mayor

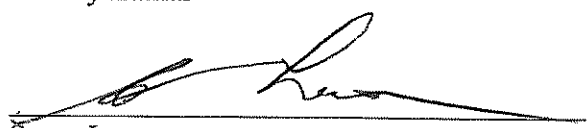

Keith Campbell

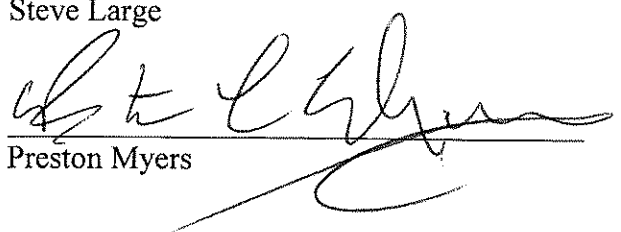

John Copeland


Mike Kincaid

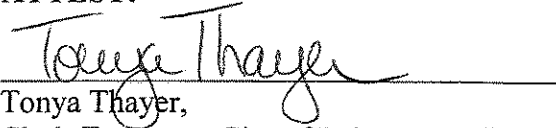

Lana Kruse


Jeremy Lamar


Steve Large


Preston Myers

ATTEST:


Tonya Thayer,
Clerk-Treasurer, City of Lebanon, Indiana