

COMMON COUNCIL OF THE CITY OF AUSTIN, INDIANA

ORDINANCE NO. 2024-02

**AN ORDINANCE ADOPTING A CREDIT CARD POLICY FOR
THE CITY OF AUSTIN, INDIANA**

WHEREAS, the Common Council of the City of Austin (the “Council”) desires to adopt a credit card policy for the City of Austin and its elected officials, department heads, and employees.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Austin, Indiana, as follows:

SECTION 1: PURPOSE AND INTENT. The purpose of this ordinance is to establish guidelines for the responsible use of credit cards by city employees and officials in order to ensure transparency, accountability, and compliance with financial regulations.

SECTION 2: DEFINITIONS.

- A. City Employee: Any individual employed by the city, including elected officials, full-time, part-time, and temporary staff.
- B. Credit Card: Any payment card issued by financial institutions for making purchases on behalf of the city.

SECTION 3: AUTHORIZATION. The issuance of credit cards to city employees shall be authorized by the City’s Clerk-Treasurer, who will determine the need for such cards based on job responsibilities and operational requirements. The payment of a reasonable annual fee is hereby authorized if to do so is determined to be in the City's best interests by the Clerk-Treasurer. The Clerk-Treasurer shall maintain a list of cardholders and the credit limit associated with each card.

SECTION 4: CARDHOLDER RESPONSIBILITIES.

- A. City employees issued credit cards shall use them exclusively for official city business purposes.
- B. Cardholders must obtain proper approval for each transaction, and receipts must be retained for documentation.
- C. Personal use of city-issued credit cards is strictly prohibited.

SECTION 5: PURCHASE APPROVAL.

- A. All purchases made using city-issued credit cards must be approved in advance by the relevant department head or supervisor.
- B. Non-compliance with approval procedures may result in disciplinary actions.

SECTION 6: LIMITS AND RESTRICTIONS.

- A. Credit cards issued shall have a maximum limit of \$5,000.
- B. Cardholders are prohibited from splitting transactions to circumvent purchase limits.

SECTION 7: DOCUMENTATION AND REPORTING.

- A. Cardholders must submit detailed, itemized receipts for each transaction within seventy-two hours of the purchase to the Clerk-Treasurer and include in writing the following:
 - i. The purpose of the purchase.
 - ii. Itemized list of all charges incurred; and
 - iii. The line item(s) from which the purchase is to be paid.
- B. Monthly statements and supporting documentation shall be submitted to the City's Clerk-Treasurer for reconciliation.
- C. Payment of credit card invoices shall be subject to the audit requirements of accounts payable vouchers in conformity with I.C. 5-11-10 and I.C. 36-4-8 and the regulations of the Indiana State Board of Accounts.

SECTION 8: VIOLATIONS AND CONSEQUENCES.

- A. Violations of this policy may result in disciplinary actions, including suspension or revocation of credit card privileges.
- B. Any fraudulent or unauthorized use of a city-issued credit card may result in criminal charges.
- C. The Clerk-Treasurer is authorized to revoke any credit card(s) that has been used in violation of this Ordinance.

SECTION 9: REVIEW AND AUDITING. The City's Clerk-Treasurer shall conduct periodic reviews and audits to ensure compliance with this ordinance.

SECTION 10: REPEALER. All ordinances, resolutions, policies, or parts thereof in conflict herewith are hereby repealed.

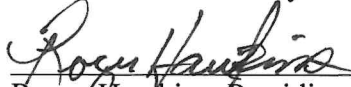
SECTION 11: SEVERABILITY. If any provision of this ordinance or its application to any person or circumstances is held invalid, the remainder of the ordinance or the application of the provisions to other persons or circumstances shall not be affected.

SECTION 12: EFFECTIVENESS. This Ordinance shall be in full force and effect from and after its passage and publication in accordance with Indiana Code.

PASSED AND ADOPTED by the Common Council of the City of Austin, Indiana, this

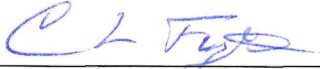
8 day of Apr. 1, 2024 by a vote of 4 ayes and 0 nays.

Common Council City of Austin, Indiana



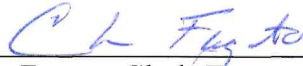
Roger Hawkins, Presiding Officer

Attest:



Chris Fugate, Clerk-Treasurer

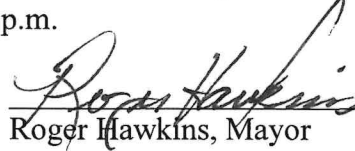
Presented by me to the Mayor of the City of Austin for his approval or veto pursuant to Indiana Code § 36-4-6-15 and 16, on April 8 at 5:08 p.m.



Chris Fugate, Clerk-Treasurer

This Ordinance having been passed by the legislative body and presented to me is approved by me and duly adopted, pursuant to Indiana Code § 36-4-6-16(a)(1), on

April 8 at 5:08 p.m.



Roger Hawkins, Mayor

Attest:



Chris Fugate, Clerk-Treasurer