

TOWN of MONROVIA
ORDINANCE NO. 01-2011

AMENDMENT TO ORDINANCE 01-2011, AUTHORIZATION FOR THE USE OF CREDIT CARDS FOR TOWN OF MONROVIA PURCHASING

Ordinance 01-2011, adopted April 25, 2011, Authorizing the Use of Credit Cards for Town of Monrovia Purchasing, is hereby amended by adding the following language at the end of SECTION 6:

SECTION 6:

Credit card purchases may not exceed \$1,000 without prior Town Council approval. Instances of misuse; i.e., fraud, scam, personal purchases, etc., will be immediately reported to the Clerk Treasurer by the user or anyone having knowledge of the misuse. The Clerk Treasurer will, in turn, immediately notify the Town Council.

PASSED AND ADOPTED by the Town Council of the Town of Monrovia, Indiana this 22nd day of February, 2021.

Philip L. Fowler, Philip L. Fowler, President
Bonnie Silsby-Inman, Bonnie Silsby-Inman, Vice President
Loren Moore, Loren Moore, Member
Carol Youngblood, Carol Youngblood, Member
K.B. Collier, ~~Loren Moore~~, Member KEVIN COLLIER

ATTEST: [Signature], Danny Chenault, Clerk-Treasurer of Monrovia

ORDINANCE 01-2011

AN ORDINANCE TO AUTHORIZE THE USE OF CREDIT CARDS FOR Town Of Monrovia PURCHASING

WHEREAS, the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7, authorizes a Town's use of credit cards once the Town adopts an Ordinance regarding credit cards policies, and

WHEREAS, the Council may authorize the use of credit cards with conditions it deems necessary and appropriate under Indiana Home Rule Powers in IN CODE #36-1-3-1; and

WHEREAS, the Town of Monrovia desires to approve the use of credit cards by Town officials in the performance of Town duties when such use is in the best interest of the Town.

NOW, THEREFORE, be it ordained by the Council of the Town of Monrovia, Indiana, that:

SECTION 1. This Ordinance is adopted in compliance with the State Board of Accounts Accounting And Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7, authorizing a Town to use credit cards for purchases.

SECTION 2. Town of Monrovia officials may use Town credit cards for purchases related to the performance of Town duties when such use is in the best interest of the Town.

SECTION 3. The Clerk-Treasurer is authorized to obtain credit cards for use by the Town.

SECTION 4. The designated users shall be responsible for the safekeeping of the credit cards.

SECTION 5. The Town credit cards shall be used only by the designate users. A usage log shall be maintained in the Clerk-Treasurer's office with the following information: (1) the name and position of the individuals using the credit cards; (2) the date the card is issued to the individual; and (3) upon return: the date the card is returned.

SECTION 6. The credit cards shall be used for purchases relating to the performance of the Town's business only. No personal use of the card is allowed even though the user offers to reimburse the Town.

SECTION 7. Payment of purchasing bills shall be subject to the audit requirements of accounts payable vouchers in conformity with IN CODE #5-11-10 AND IN CODE #36-4-8 and the regulations of the State Board of Accounts.

SECTION 8. Credit cards charges that do not meet audit requirements are the responsibility of the user authorizing the charge. The Town will take all necessary steps to obtain reimbursement for charges which do not meet audit requirements from the person authorizing the charge.

SECTION 9. Any interest or penalty incurred due to late filing with the Clerk-Treasurer of an accounts payable voucher for payment of a credit card bill due to delay in furnishing documentation required, that of an itemized charge, shall be the responsibility of the user of that card.

SECTION 10. The Clerk-Treasurer shall be notified immediately if a credit card is lost or stolen. If a credit card is lost due to negligence of the user, the user shall be responsible for any and all expenses incurred on the lost credit card.

SECTION 11. The Town Council has the authority to revoke a credit card that has been used in violation of Town policy..

SECTION 12. This Ordinance shall be in full force and effect after its passage and signing by the Town Council.

Passed and adopted by the Town Council of the Town of Monrovia on the 25th day of April, 2011.

By: Robert L. Marley Aye
Robert L. Marley, At-Large

Loren Moore Aye
Loren Moore, District 1

Tim Smith
Tim Smith, District 2

David Harris
David Harris, District 3

Tom Christman
Tom Christman, District 4

ATTEST:
Brenda Prough
Brenda Prough, Clerk-Treasurer