

ORDINANCE NO. 2022-__

**AN ORDINANCE FOR THE TOWN OF MERIDIAN HILLS, INDIANA,
AUTHORIZING THE ISSUANCE AND USE OF CREDIT CARDS BY OFFICIALS AND
EMPLOYEES OF THE TOWN**

WHEREAS, there is no specific statutory authority for the use of credit cards by local government units;

WHEREAS, the Home Rule powers vested in the Town Council by Indiana Code 36-1-3 are being exercised to authorize credit card issuance and to institute use policies and procedures;

WHEREAS, the Town Attorney has provided written approval to the Town Council as recommended by the State Board of Accounts; and

WHEREAS, the issuance of credit cards to the Town of Meridian Hills officials and employees for necessary purchases is a privilege and a convenience to those officials and employees. If this ordinance is abused or otherwise proves unworkable, the privilege may be discontinued;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MERIDIAN HILLS, INDIANA ("TOWN COUNCIL"), THAT THE TOWN ISSUE A CREDIT CARD AS FOLLOWS:

Section 1. Credit Card Issuance

- A. The Clerk-Treasurer has been authorized to apply for one (1) business credit card for use by Town Officials and employees for small expenses where the vendor is unable to comply with the State Board of Accounts voucher payment protocol.
- B. The Town shall obtain the credit card from the National Bank of Indianapolis. The credit card will be a non-rewards Visa card, with no annual fee or minimum usage required. The card will not require a personal guaranty and will be underwritten based on the financial strength of the Town.
- C. The business credit card so issued shall have a maximum limit of four thousand dollars (\$4,000).

Section 2. Credit Card Use Policies and Procedures

- A. When not in use, the credit card shall be secured in the office of the Clerk-Treasurer.
- B. Upon request by a Town Official or employee, the Clerk-Treasurer shall issue the credit card for use and shall keep a record showing the date of issuance, date of return, and purpose of use.

- C. Town Officials and employees shall use the credit card exclusively for transactions with vendors who are unable to comply with the State Board of Accounts voucher payment protocol, including, but not limited to, the following:
 - a. Town vehicle car wash coupons;
 - b. Town candy expenses; and
 - c. Town website and email address maintenance expenses.

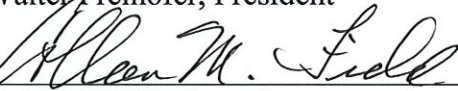
- D. Receipts in connection with the use of the credit card shall be submitted to the Clerk-Treasurer for processing within 72 hours of use so that they may be properly documented as provided in Indiana Code 5-11-10 before being approved and paid. The credit card account will be paid in full every billing cycle. Failure to the turn in claims/receipts on time or causing interest charges or penalties to the Town shall be the personal responsibility of the individual user.

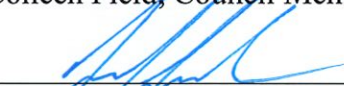
Section 3. Effective Date

This ordinance shall take effect upon passage by the Town Council.

Passed and adopted by the Town Council of the Town of Meridian Hills, this 14th day of March, 2022.

By: 
Walter Freihofer, President

By: 
Colleen Field, Council Member

By: 
Zach Gordon, Council Member

By: 
Greg Jacoby, Council Member

By: 
Cole Marr, Council Member

Attest:


James Rush, Clerk-Treasurer