

TOWN OF JASPER

Ordinance _____

A RESOLUTION AUTHORIZING A CREDIT CARD IN THE NAME OF THE TOWN OF JASPER

WHEREAS, there are occasions during the transaction of city business where having a city credit card would more easily facilitate business; and

WHEREAS, having a credit card requires certain safeguards and restrictions to prevent misuse; and

WHEREAS, The Board of Mayor and Aldermen wish to obtain a city credit card and establish rules and regulations limiting its use to approved transactions; and

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Mayor is hereby authorized to apply for a credit card in the name of the Town of Jasper from the following financial institution: _____

Section 2. Only the following town officials and staff members shall be listed on the credit card agreement as authorized users:

Position Title

Section 3. The town credit card shall only be used for transactions in which use of a standard purchase order is either impossible or would result in a delay in the delivery of goods or services during a time of emergency. The town credit card may also be used to facilitate travel by employees and officials on official city business. Any use of the credit card shall be done in accordance with the town's purchasing policies and procedures and travel reimbursement policy.

Section 4. Use of the town credit card to charge any personal purchases is strictly prohibited, regardless of whether the official or employee intends to reimburse the town for the purchase.

Section 5. Any official or employee authorized to use the town credit card shall submit to the

recorder original receipts for all purchases made with the card as soon as practical after the purchase is made and a receipt received. Each month the recorder shall reconcile the receipts submitted with the monthly credit card statement to insure proper card usage.

Section 6. The town recorder shall insure that the credit card statement is paid in full each month so that no finance charges are incurred. Copies of each month's credit card statement shall be made available to the Board of Mayor and Aldermen upon request.

Passed this the _____ day of _____, 2000, the public welfare requiring it.

Mayor

Attest: _____
Recorder