

Resolution No. 13-56

Credit Card Policy for the Town of Battle Ground, Indiana

WHEREAS, modern commerce requires prepayment in advance for certain materials and services expenses for transaction of the business of the Town and it may be an imposition for officers and employees of the Town to advance and pay such costs subject to reimbursement; and, **WHEREAS**, credit or debit cards have become the norm for commerce for business costs in limited amounts, **NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Battle Ground, Indiana, that:

The Town of Battle Ground authorizes the Battle Ground Town Clerk to apply for and obtain for the Town a Credit Card or Debit Cards, hereinafter referred to collectively as "Credit Cards", for purposes of payment of reasonable and necessary purchases of materials and services expenses incurred solely for the lawful business of the Town and not personal in nature. A reasonable "tip" or gratuity is authorized where an authorized service has been provided and is appropriate in usual business circumstances.

The Town Clerk-Treasurer shall be the sole custodian of the Town Credit Card and the same shall be kept at all times when not being used for lawful Town business in the Office Safe in the Town Hall. The Clerk-Treasurer is authorized to release the Credit Card to the temporary custody of Officers and employees of the Town of Battle Ground for authorized lawful procurement of materials and services for the Town. Any such temporary custody shall be for such period of time reasonably necessary for the accomplishment of the authorized Town business and the Credit Card shall thereafter be promptly returned to the custody of the Town Clerk- Treasurer for safe-keeping in the Town Hall office safe.

All claims filed in connection with the use of the Credit Card shall be the responsibility of the person using the Credit Card and incurring the debt and must be itemized as provided in IC 5-11-10 for approval and payment. The submission of such claim shall be timely so payment

may be made without incurring any interest, carrying charges or penalties due to late payment. The person using the Credit Card shall be responsible for payment or reimbursement to the town of any interest, carrying charges or penalties due to late payment arising out of late filing or failure to furnish documentation of the claim for approval and payment.

The user of any Town Credit Card for an unauthorized or personal purpose shall be liable for payment thereof and reimbursement to the Town together with reasonable collection fees, charges and at eight (8%) percent interest until the same are paid in full.

PASSED, APPROVED AND ADOPTED by the Town Council of the Town of Battle Ground, Indiana on this 13th day of May , 2013.

Steve Egly
Steve Egly, Presiding Officer

Brian Brewer
Brian Brewer

ATTEST:

Phyllis Hall
Phyllis Hall, Clerk-Treasurer

Becky Holladay
Becky Holladay

Karen Pearson
Karen Pearson

David Sturgeon
David Sturgeon