

TOWN COUNCIL
TOWN OF DAYTON, INDIANA
ORDINANCE NO. 2024-3

AN ORDINANCE ADOPTING A CREDIT CARD USE PLAN

WHEREAS, Indiana Code § 36-1-3-4 provides a municipality all powers necessary to conduct its affairs, even if not expressly granted by statute;

WHEREAS, the Town Council of the Town of Dayton, Indiana (hereinafter the “Town Council”) has determined it is in the best interest of the Town of Dayton, Indiana (hereinafter the “Town”) for the municipality to obtain a credit card for certain expenditures;

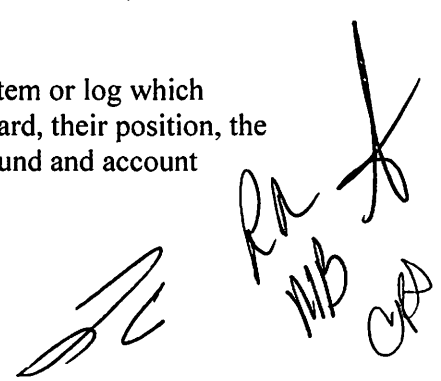
WHEREAS, the State Board of Accounts (hereinafter “SBOA”) recommends certain criteria be met when a municipality obtains a credit card; and

WHEREAS, the Town has established criteria for the proper use of the municipality’s credit card.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF DAYTON, INDIANA, AS FOLLOWS:

The Town Council of the Town of Dayton, Indiana hereby adopts the following criteria to be observed with regard to the Town’s credit card:

1. The Town hereby authorizes the use of a credit card by certain Town employees and elected officials.
2. The Town hereby authorizes that the following individuals may use the Town’s credit card: Town Council members, the Town Clerk-Treasurer, the Town Manager, if permission is granted by the Town Council, the Town Marshal, if permission is granted by the Town Council.
3. The credit card may be used for Town purchases which are approved by the Town Council in advance of purchase.
4. After completion of the purchases approved by the Town Council, any Town employee or elected official in possession of the Town’s credit card shall return it to the care and custody of the Town Clerk-Treasurer.
5. The Town Clerk-Treasurer shall be responsible for the care and custody of the credit card.
6. The Town Clerk-Treasurer shall maintain an accounting system or log which includes the names of the individuals who are granted access to the credit card, their position, the estimated amounts which will be charged by those individuals’ usage, the fund and account

Handwritten signatures and initials in the bottom right corner, including a large signature, and the initials 'RR', 'MB', and 'CPA'.

numbers to be charged, the date the card is issued to the individual, and the date the card is returned.

7. The credit card may not be used in such a manner as to bypass the Town's accounting system.

8. Payment may not be made on the basis of a statement, or a credit card slip only. Procedures for payment are no different than any other claim. Supporting documents such as paid bills and receipts must be made available to the Clerk-Treasurer.

9. Any interest or penalty incurred due to the late filing or furnishing of documentation to the Clerk-Treasurer for payment by an employee or elected official shall be the personal obligation of the responsible employee or elected official which used the credit card to make the payment and failed to provide supporting documentation in a timely manner.

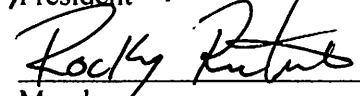
10. An annual fee may be paid if necessary.

This Ordinance shall be effective on this, the 19 day of March 2024.

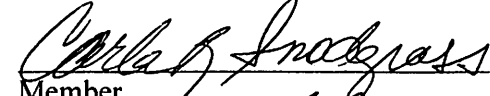
**TOWN COUNCIL OF THE TOWN OF
DAYTON, INDIANA**



President



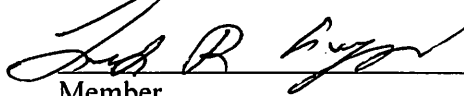
Member




Member



Member



Member

ATTEST:


Clerk-Treasurer

