

ORDINANCE No. 2016-02

CREDIT CARD USE POLICY

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF DUNE ACRES, INDIANA

AMENDING CHAPTER 2, ARTICLE III, Division 2

BY THE ADDITION OF A SECTION ENTITLED "Credit Card Use," Section 2-109

Whereas, the Town Council authorizes the use of a town credit card to be administered by the Clerk-Treasurer, and an ordinance as required by the Indiana State Board of Accounts is not in place,

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

Chapter 2, Article III, Division 2 of the Dune Acres Town Code shall be amended and hereafter read as follows:

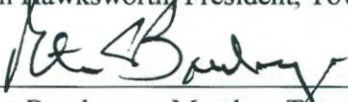
Sec. 2-109 – Use of Credit Card

- (a) The Town Council authorizes the use of a town credit card for the purchase of materials, supplies, and services that can best be procured through this method.
- (b) Issuance and use of the town credit card shall be administered by the Clerk-Treasurer. The Clerk-Treasurer shall maintain an accounting systems or log that will include the names of individuals requesting usage of the card, their position, estimated amounts to be charged, fund and account number to be charged, and the date the card is returned.
- (c) Procedures for payment of the credit card statement shall be the same as for other claims. Supporting documents such as paid bills, receipts, and packing slips will be required.

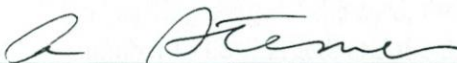
Passed and adopted by the Town Council of the Town of Dune Acres, Porter County, Indiana on the 15TH day of MARCH, 2016.



Rich Hawksworth, President, Town Council



Peter Bomberger, Member, Town Council



Alexander Stemer, Member, Town Council