

CITY OF ROCKPORT, INDIANA

RESOLUTION 2012-4

**BANK CARD POLICY**

AMENDED  
Res # 2014-6

WHEREAS, both credit cards and/or debit cards ("Bank Cards") have been issued to city officials and employees to promote efficiency in the payment of expenses incurred in behalf of the City of Rockport, Indiana ("City"); and

WHEREAS, a policy needs to be adopted to define and govern use of Bank Cards by city officials and city employees.

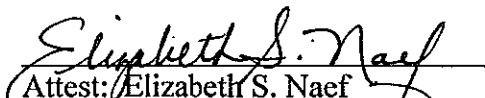
THEREFORE, BE IT RESOLVED by the Common Council of the City of Rockport, Indiana, as follows:

1. Bank Cards may be used to pay reasonable expenses for meals and lodging by city officials or employees in the course and conduct of public business for the City, except that no expense may be incurred for lodging unless the location of the place of lodging is greater than 50 miles from the nearest corporate boundary of the City; and
2. Bank Cards may be used to pay for transportation expenses so long as the vehicle used is owned by the City and being driven in the course of conducting City business; however, Bank Cards may not be used for the payment of expenses while traveling in a personally owned vehicle; and
3. Each expense incurred in the use of Bank Cards shall be documented by a signed receipt or other record that reflects the expense incurred, and such record shall be provided to the Clerk-Treasurer within a reasonable time but in no event later than ten (10) days from the date the expense is incurred; and
4. Bank Cards shall be issued by and returned to the Clerk-Treasurer to reflect the time that a card is in the possession of an official or employee, and the holder of the card shall sign a record identifying the card, the name of the person holding the card, and the times that the card is logged in and out of possession of the Clerk-Treasurer; and
5. The Clerk-Treasurer is hereby authorized to hold three separate credit cards for the purpose of paying expenses arising out of three separate accounts, being wastewater, water, and the general fund; and


6. In the event that a card of the City is used for personal reasons and not in conduct of City business, the user shall immediately, but in no event later than five days from such use, report the use to the Clerk-Treasurer; failure to comply with this policy governing personal use may result in termination or prosecution or both.

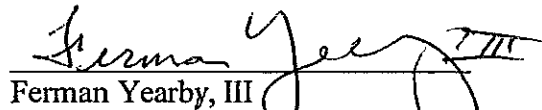
ADOPTED this 6 day of March, 2012.


  
Harold D. Goffinet, Mayor

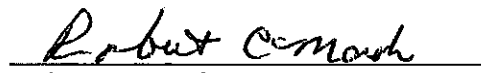
  
Attest: Elizabeth S. Naef  
Clerk-Treasurer

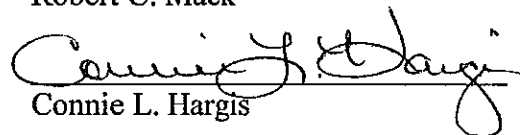
Common Council:

  
Chris Brown

  
Ferman Yearby, III

  
Carol Huff

  
Robert C. Mack

  
Connie L. Hargis