

CITY OF ROCKPORT, INDIANA

RESOLUTION 2014- 6

BANK CARD POLICY

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 day to day expenses and 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 is 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. Purchases may be made in the discretion of the City official or employee so long as any one purchase does not exceed the sum of Two Thousand Five Hundred Dollars (\$2,500.00). For any single purchase pursuant to this Resolution that exceeds the sum of Two Thousand Five Hundred Dollars (\$2,500.00), but does not exceed the sum of Five Thousand Dollars (\$5,000.00), such purchase shall be subject to the approval of the Mayor of Rockport, Indiana. For any single purchase that exceeds the sum of Five Thousand Dollars (\$5,000.00), such purchase shall be subject to the approval of the Common Council of Rockport, Indiana.

4. 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

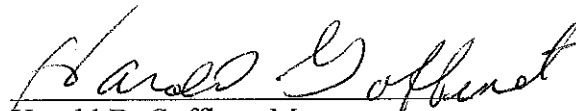
5. Bank Cards shall be issued by and returned to the Clerk-Treasurer to reflect the time that a card is in the possession of an official or employee, and the holder of the card shall sign a record identifying the card, the name of the person holding the card, and the times that the card is logged in and out of possession of the Clerk-Treasurer; and

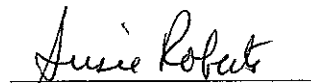
6. The Clerk-Treasurer is hereby authorized to hold three separate credit cards for the purpose of paying expenses arising out of three separate accounts, being wastewater, water, and the general fund; and

7. 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.

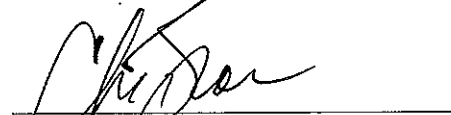
THIS RESOLUTION SUPERSEDES AND REPLACES RESOLUTION NO. 2012-4 WHICH IS HEREBY RESCINDED.

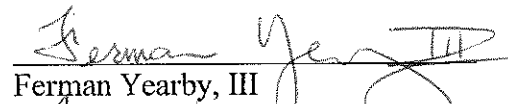
ADOPTED this 3rd day of November, 2014.

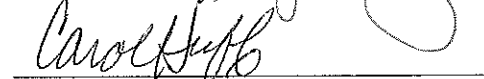

Harold D. Goffinet, Mayor

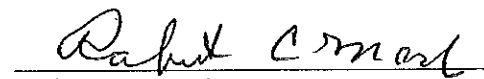

Attest: Susie Roberts
Clerk-Treasurer


Common Council:


Chris Brown


Ferman Yearby, III


Carol Huff


Robert C. Mack


Connie L. Hargis