

ORDINANCE NUMBER 2017 - 13

AN ORDINANCE TO AUTHORIZE THE USE OF SUPERFLEET MASTERCARD FOR TOWN FUEL PURCHASING

WHEREAS, the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual For Cities and Towns, Chapter 7, authorizes a Town's use of credit cards once the Town adopts a resolution or ordinance regarding credit card policies; and

WHEREAS, the Town Council may authorize the use of SuperFleet MasterCard with conditions it deems necessary and appropriate under Indiana Home Rule Powers in IND. CODE § 36-1-3-1; and

WHEREAS, the Town of Nashville desires to approve the use of Town SuperFleet MasterCard by Town employees and officials in the performance of Town duties when such use is in the best interest of the Town.

Now therefore, be it ordained by the Town Council of the Town of Nashville, Indiana, that:

SECTION 1. This ordinance is adopted in compliance with the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7, authorizing a Town to use credit cards for purchases.

SECTION 2. Town of Nashville employees and officials may use Town SuperFleet MasterCard for purchases related to fuel for Town vehicles and machinery in the performance of Town duties when such use is in the best interest of the Town.

SECTION 3. The Department Head, or their designee, shall be responsible for safekeeping of the SuperFleet MasterCard.

SECTION 4. Town SuperFleet MasterCard shall be used only with the approval of the Department Head, or their designee. The Department Head shall maintain a log for each card identified by card account number, with entries certified by signature of the Department Head, or their designee. The log shall include the following information: (1) the name and position of the individual using the Town's card; (2) upon issuance: the date the card is issued to the individual; and (3) upon return: the date the card is returned.

SECTION 5. Town SuperFleet MasterCard shall be used for fuel purchases relating to the performance of Town business only. No personal use of a Town SuperFleet MasterCard is allowed, even if an employee offers to reimburse the Town for the employee's personal use of a Town credit card or purchasing card.

SECTION 6. Payment of Town SuperFleet MasterCard bills shall be subject to the audit requirements of accounts payable vouchers in conformity with Ind. Code § 5-11-10 and Ind. Code § 36-4-8 and the regulations of the State Board of Accounts. Itemized receipts are required for all Town SuperFleet MasterCard purchases. Payment will not be made on the basis of a Town SuperFleet MasterCard statement. Signed charge slips showing a total charge only, with no itemization of items purchased, are not acceptable. It is the responsibility of the employee authorizing the charge to obtain proper itemized receipts.

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SECTION 7. Town SuperFleet MasterCard charges that do not meet audit requirements, including charges that include the imposition of sales taxes for which the Town is otherwise exempt, are the responsibility of the employee authorizing the charge. The Town will take all necessary steps to obtain reimbursement for charges which do not meet audit requirements from the employee authorizing the charge, including, but not limited to, the garnishment of the charging employee's Town wages.

SECTION 8. The Department Head shall be notified immediately if a credit card or purchasing card is lost or stolen. If a credit card or purchasing card is lost due to negligence on the part of a Town employee, the employee shall be responsible for any and all expenses incurred on the lost credit card or purchasing card.

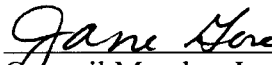
SECTION 9. The Department Head is authorized to revoke Town SuperFleet MasterCard that have been used in violation of Town policy.

EFFECTIVE DATE: This Ordinance shall be in full force and effect retroactive from and after January 1, 2017 and shall be used in conjunction with the Town of Nashville's general personnel policies.

PASSED AND ADOPTED by the Nashville Town Council this 16th day of NOVEMBER, 2017.




Council Member Charles B. King ☒ yea nay abstain



Council Member Jane Gore ☒ yea nay abstain

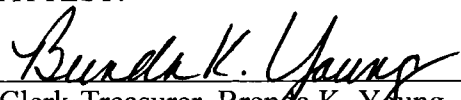
Council Member Alisha Jacoba yea nay abstain

Council Member Arthur Omberg yea nay abstain



Council Member Dave Rudd ☒ yea nay abstain

ATTEST:



Clerk-Treasurer, Brenda K. Young