

TOWN OF GREENVILLE
ORDINANCE NO. 2009-R-064

**RESOLUTION AUTHORIZING THE USE OF A CREDIT CARD FOR THE
GREENVILLE WATER UTILITY AND THE TOWN OF GREENVILLE**

WHEREAS, the Town Council and Greenville Water Utility Council for the Town of Greenville, Indiana is desirous to provide a Credit Card for the Town of Greenville and the Greenville Municipal Water Utility for the day by day Operation of the Town of Greenville and Greenville Municipal Water Utility;

WHEREAS, The State Board of Accounts will not take exception to the use of a Credit Card by a Governmental Unit provided the following criteria is observed; Let it be it ordained as follows;

1. Credit Card used for the Town of Greenville shall be handled by the Clerk Treasurer.
2. Credit Card used for the Greenville Municipal Water Utility shall be handled by the Greenville Municipal Water Utility Superintendent or Superintendent Designee.
3. Credit Card shall be limited to one Credit Card Company with a maximum credit limit of \$5,000.00.
4. Purpose for which the credit card may be used is:
 - {A} To purchase gasoline, oil, tires, vehicle repair and maintenance for Greenville Municipal Water Utility Vehicles including lawn maintenance equipment.
 - {B} To purchase office supplies for the use in the operation of the Greenville Municipal Water Utility and the Town of Greenville. To include; office furniture, computers, monitors, printers, calculators, etc. whereas such items can be purchased using a credit card.
5. Purchase Orders must continue to be issued for purchases not covered under contract or an agreement approved by the Greenville Municipal Water Utility Council and the Greenville Town Council.
6. Payments for credit card usage bill to be based on supporting documents {not statements} such as paid bills or receipts.
7. If an annual fee is assessed by the Credit Card Company it shall be paid by the Greenville Municipal Water Utility or the Town of Greenville.

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8. After the purpose for which the Credit Card has been used has been accomplished the Credit Card shall be returned to the custody of the Greenville Municipal Water Utility Superintendent or the Greenville Town Clerk.

9. A log shall be maintained by the Greenville Clerk Treasurer for the Town of Greenville and by the Greenville Municipal Water Utility Superintendent for the Greenville Municipal Water Utility showing names of individuals using the Credit Card, Account Numbers to be charged, date the Credit Card was used and returned.

10. This Resolution replaces Resolution Authorizing Credit Card Use dated October 9th, 2001. After Passing of Resolution 2009-R-064 Resolution Authorizing Credit Card Use dated October 9th, 2001 shall be placed in the voided Ordinance file.

ADOPTED BY THE TOWN COUNCIL AND WATER UTILITY COUNCIL OF GREENVILLE, INDIANA, ON THE 12th DAY OF OCTOBER, 2009.

PRESIDENT OF THE GREENVILLE
WATER UTILITY AND THE TOWN
COUNCIL OF GREENVILLE,
INDIANA


TALBOTTE RICHARDSON,



JACK TRAVILLIAN,
CLERK/TREASURER

PREPARED BY:
RANDAL JOHNES