

## **ORDINANCE 1816**

### **AN ORDINANCE AUTHORIZING THE ISSUANCE OF CORPORATE CREDIT CARDS FOR USE BY CERTAIN EMPLOYEES OF THE TOWN OF MUNSTER**

**WHEREAS**, The Town of Munster is a municipal corporation that was incorporated under the laws of the State of Indiana on July 1, 1907; and

**WHEREAS**, The Town of Munster has permitted the use of a corporate credit card by certain employees since 1989; and

**WHEREAS**, It is necessary from time to time to revise the list of employees authorized to use the Town's corporate credit card; now,

**THEREFOR BE IT ORDAINED**, By the Town Council of the Town of Munster, Indiana, as follows:

1. The Town authorizes American Express to issue corporate credit cards for use by Wendy Mis, Dustin C. Anderson, Mark Heintz, and Stephen F. Scheckel, its Clerk-Treasurer, Town Manager, Director of Parks & Recreation, and Chief of Police, respectively, hereinafter as to each a "Responsible Person."
2. The Town Manager shall administer use of the credit cards.
3. The credit cards may be used for travel expenses directly related to Town business and for other proper Town business purposes, including, but not limited to, local or Internet purchases of food, beverages, materials, supplies, or services.
4. The Town agrees to pay the charges of said credit cards within twenty days of receipt of each statement from American Express, and, if necessary, to avoid the payment of late fees, in advance of the Town's approval, pursuant to IC 36-5-4-12.
5. The Responsible Person shall document all uses of the credit cards to the Clerk- Treasurer. The credit cards shall be used in accordance with this Ordinance, with Chapter I of the *Accounting and Uniform Compliance Guidelines Manual for Cities and Towns*, (commonly known as the *Accounting Manual*) and with IC 5-11-10 *et seq.* The pertinent portions of the current versions of Chapter 1 of the *Accounting and Uniform Compliance Guidelines Manual for Cities and Towns*, and IC 5-11-10 are attached to and made part of this Ordinance as Exhibit A and Exhibit B, respectively.
6. Before a claim payment is made, or, if not practicable, within thirty days after a claim payment is made, the Responsible Person shall make the Town whole for any disallowed credit card purchases on the credit card in his/her name. "Make the Town whole" means the Responsible Person will use his/her personal funds to make payments directly to American Express for any disallowed credit card purchases including late charges and/or interest which apply thereto, thereby preserving the appropriations of the Town. "Disallowed credit card purchases" means credit card purchases of a personal nature (such as, but not limited to, spousal travel expenses, or travel expenses in excess of amounts allowed under the Town's *Employee Manual*), entertainment expenses, or other expenses not documented in accordance with the *Accounting Manual* or IC 5-11-10 *et seq.*
7. The Town authorizes payment of annual fees, if any, to American Express, for the use of the credit cards.
8. Each Responsible Person shall be responsible for any uses of the credit card by subordinates of the Responsible Person.

**ORDAINED and ADOPTED** By TOWN COUNCIL OF THE TOWN OF MUNSTER, LAKE COUNTY,  
INDIANA on this 7<sup>th</sup> day of December 2020, by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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**Lee Ann Mellon**  
**Town Council President**

**ATTEST:**

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**Wendy Mis**  
**Clerk-Treasurer**