

Sponsor: Janet Venecz
Councilwoman at Large

RESOLUTION NO. R28

A RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS BY DESIGNATED OFFICIALS AND EMPLOYEES OF THE CITY OF HAMMOND

WHEREAS, the City is subject to annual audit by the State Board of Accounts (SBA);

WHEREAS, the SBA has certain regulations and policies that apply to the use of credit cards by governmental units;

WHEREAS, these policies and regulations exist to ensure uniform and professional accounting practices throughout the State of Indiana

WHEREAS, the City wishes to enact a credit card policy that authorizes credit card use through resolution;

WHEREAS, the use of the normal claims procedure has proven impractical due to the impossibility of pre-approval by the Hammond Common Council.

NOW, THEREFORE, be it resolved as follows:

1. That the prefatory statements set out above are incorporated herein and made a part hereof.
2. The City hereby authorizes a credit card use policy under the following terms and conditions:
 - a) Issuance of any credit card shall be handled by the City Controller.
 - b) Credit cards may be used for the following purposes:
 - Training, Seminars, and Conferences;
 - Necessary and approved travel expenses;
 - Subscriptions and Dues;
 - Approved online purchases;

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- Approved purchases for special, unique or, emergency needs;
 - Other approved purchases;
- c) The City Controller shall maintain a log pertaining to the issuance of credit cards;
- Name of Department Head
 - Account Number
 - Credit Limit
- d) The Department Head shall;
- Be required to complete a Credit Card Usage Agreement;
 - Be held responsible for the safe keeping of the credit card;
 - Submit all supporting documentation in the form of original itemized receipts and/or invoices to the Controller within 30 days of the transaction;
 - Maintain a log of employees that have authorization to make credit card purchases;
 - Maintain documentation for approved purchases;

BE IT FURTHER RESOLVED by the Common Council of the City of Hammond that this resolution shall be in full force and effect from and after its passage by the Common Council, signing by the President thereof and approval by the Mayor.

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ADOPTED AND APPROVED BY the Common Council of the City of Hammond, Indiana, this

13th day of September, 2021.



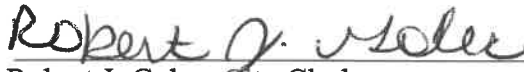
Dave Woerpel, President
Hammond Common Council

ATTEST:



Robert J. Golec, City Clerk
City of Hammond, Indiana

PRESENTED BY ME, the undersigned City Clerk of the City of Hammond, Indiana, to the Mayor, for approval and signature, this 14th day of September, 2021.



Robert J. Golec, City Clerk
City of Hammond, Indiana

The foregoing Resolution No. R28 consisting of three (3) typewritten pages, including this page, was APPROVED AND SIGNED BY ME, the undersigned Mayor of the City of Hammond, Indiana, this 16th day of September, 2021.



Thomas M. McDermott, Jr., Mayor
City of Hammond, Indiana

Approved PASSED by the Common Council on the 13th day of September 2021 and by the Mayor on the 16th day of September, 2021



Robert J. Golec, City Clerk,
Hammond, Indiana