

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA

ORDINANCE NO. 1298

AN ORDINANCE AMENDING ORDINANCE NO. 1260, 1173, AND 1072, THE SAME BEING ORDINANCES AUTHORIZING THE USE OF CREDIT CARDS FOR VARIOUS PURCHASES MADE BY THE DEPARTMENTS OF THE TOWN OF ST. JOHN

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, did, on April 23, 1998, pass Ordinance No. 1072, the same being an ordinance authorizing the Town of St. John Police Department, by and through its Chief of Police, to obtain a credit card for various purchases of the Town of St. John Police Department; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, did, on June 22, 2000, pass Ordinance No. 1173, the same being an ordinance amending Ordinance No. 1072, authorizing wider and broader credit card use for various purchases of the Town of St. John, Lake County, Indiana; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, did, on August 22, 2002, pass Ordinance No. 1260, the same being an ordinance amending Ordinance No. 1072 and 1173, authorizing, among other things, that the Town Manager of the Town and certain designated employees of the St. John Public Works Department be authorized to obtain a credit card; and

WHEREAS, it has come to the attention of the Town Council of the Town of St. John, Lake County, Indiana, that Ordinance No. 1072, 1173, and 1260 should be amended to provide that all employees of the Town of St. John, upon authorization by their Department head, and upon approval of the Town Manager, should be able to utilize a Town of St. John credit card for the purposes specifically authorized herein and by and through Ordinance No. 1072, 1173, and 1260; and

WHEREAS, it has come to the attention of the Town Council of the Town of St. John, Lake County, Indiana, that Ordinance No. 1072, 1173, and 1260 should be amended to provide that no credit cards need be issued in the name of any Town employee or official, but that there should be issued a sufficient number of credit cards in the name of the Town of St. John which shall be then retained by the Town Manager and made available for the use of Town employees and officials for the uses and purposes herein set forth and upon approval and authorization of the employees' Department head with the further approval of the Town Manager; and

WHEREAS, the state legislature of the State of Indiana has provided in I.C. 5-11-10-1 et seq. a method for certification of claims and forms for the same for the Town of St. John, Lake County, Indiana; and has also passed I.C. 36-5-4-4, the same being a method of approving claims against the Town of St. John, and providing for the allowance of the same by the Town Council of the Town of St. John.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of St. John, Lake County, Indiana, that all employees and officials of the Town of St. John shall hereby be authorized to utilize the Town of St. John credit card (charge card) at Bank One with offices

located in St. John, Indiana, which card may be a Visa card, a MasterCard, or an American Express card.

*MAXIMUM NUMBER OF FIVE (5)*

BE IT FURTHER ORDAINED, that a ~~sufficient number~~ of Town of St. John credit cards shall be obtained by the Town Manager for the use by all Town employees and officials; and that each Department head of each employee shall be responsible for authorizing the use by any such employee of the Town of St. John credit card (charge card); that the Town Manager shall retain the Town of St. John credit cards aforesaid and no employee or official of the Town of St. John shall have a Town of St. John credit card issued in any individual employee's or official's name.

BE IT FURTHER ORDAINED, that the purpose for which the credit card(s) will be issued and authorized by the Town Manager as well as all Town employees and officials is for the purchase of items for seminars, conventions, training sessions, meals, hotels, and other out-of-town and travel expenses necessitated by the attendance by the Town employees and officials at seminars, conventions, and training sessions.

BE IT FURTHER ORDAINED, that the Town credit card shall also be authorized for use for the purchase of materials and miscellaneous items for the Town, but only in an extreme emergency basis; that the Town Manager shall make a determination of what constitutes an extreme emergency basis and shall pre-authorize such credit card use.

BE IT FURTHER ORDAINED, that all Town employees and officials shall account for the use of Town credit cards accordingly.

BE IT FURTHER ORDAINED, that all Town employees and officials shall present to the Clerk-Treasurer for payment all original charge slips and statements for such credit card purchases prior to receiving payment; and such original charge slips and statements for all such credit card purchases shall be remitted to the Town of St. John Clerk-Treasurer, no later than five (5) business days after the original charges are incurred.

BE IT FURTHER ORDAINED, that any interest or penalty incurred due to late filing or furnishing of documentation by any employee or official of the Town of St. John who has been authorized to utilize the Town credit card shall be the responsibility (for payment) of that Town employee or official.

BE IT FURTHER ORDAINED, that Ordinance No. 1071, 1173, and 1260 shall remain in full force and effect when not in conflict herewith as applicable.

BE IT FURTHER ORDAINED that all existing ordinances, or parts thereof, in conflict with the provisions of this ordinance, are hereby deemed null, void, and of no legal affect, and are specifically repealed.

BE IT FURTHER ORDAINED that if any section, clause, provision, or portion of this ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect any other section, clause, provision, or portion of this ordinance.

BE IT FURTHER ORDAINED that this ordinance shall take effect and be in full force and effect, from and after its passage by the Town Council of the Town of St. John, Lake County, Indiana.

PASSED AND ADOPTED by the Town Council of the Town of St. John, Lake County, Indiana, this 24<sup>th</sup> day of July, 2003.

Aye 4 Nay 1

TOWN COUNCIL, TOWN OF ST. JOHN,  
LAKE COUNTY, INDIANA

Michael S. Forbes  
MICHAEL S. FORBES, President

KRISTIE L. ALDRIDGE

William M. Winterhaler  
WILLIAM M. WINTERHALER

Jerome J. Rudy  
JEROME J. RUDY

Gregory J. Volk  
GREGORY J. VOLK

ATTEST:

Sherry P. Sury  
SHERRY P. SURY  
Clerk-Treasurer