

RESOLUTION NO 42

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF WENDELL, IDAHO, REGARDING THE USE OF CITY-OWNED CREDIT CARDS BY DEPARTMENT HEADS AND EMPLOYEES,

WHEREAS, to promote the expeditious transaction of City business, City department heads and employees are sometimes required to attend to City business outside the immediate area, sometimes necessitating the incurrence of charges for meals, lodging and the like, and,

WHEREAS, the City has procured credit cards in its name for the purpose of allowing such authorized expenses to be incurred by its elected officials, department heads and employees, and,

WHEREAS, the City wishes to formally establish a policy for the use and accountability of its credit cards,

BE IT THEREFORE RESOLVED by the Mayor and Council of the City of Wendell as follows:

1. This policy shall constitute the policy of the City of Wendell for the useage and accountability of credit cards.

2. A credit card may be used in connection with official City business by a department head or employee, provided that the useage of such credit card shall previously be approved by a councilperson and by the Mayor. When an employee is involved in the use of the credit card, approval shall also be made by the department head over the employee.

3. Any elected official, department head or employee using the City credit card as authorized shall be responsible for obtaining receipts from the vendor of the goods and services, and returning them to the office of the City Clerk for accounting purposes.

4. The Mayor and Council of the City of Wendell shall review all credit card purchases and supporting invoices on a monthly basis. The office of the City Clerk shall also review all credit card purchases and report any discrepancies to the Mayor and Council.

PASSED BY THE COUNCIL this 22ND day of SEPTEMBER, 1994.

SIGNED BY THE MAYOR this 22ND day of SEPTEMBER, 1994.

CITY OF WENDELL

BY: Lynn R. Nelson  
LYNN R. NELSON, MAYOR

ATTEST:

Racquel E. Braga  
RACQUEL E. BRAGA, CITY CLERK