

**RESOLUTION NO. 2, 2020**

**A RESOLUTION OF THE BOARD OF WORKS AND PUBLIC SAFETY  
CONCERNING THE ISSUANCE AND USE OF CITY CREDIT CARDS**

**WHEREAS**, the City of Valparaiso currently has two credit cards issued by Mastercard. One card is held by the Clerk-Treasurer and one is held by the Park Department Director.

**WHEREAS**, the use of the credit cards has been limited for the payment of approved travel and conference expenditures and for other City expenses where use of a credit card is necessary;

**WHEREAS**, the City of Valparaiso wishes to adopt a policy to outline the parameters under which the credit cards can be used;

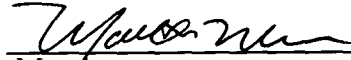
**WHEREFORE, BE IT RESOLVED as follows:**


1. As the City's Fiscal Officer, the City's Clerk-Treasurer is solely responsible for credit card issuance, accounting, monitoring, retrieval and for overseeing compliance with credit card policies and procedures.
2. The City's credit card shall be used only by authorized City of Valparaiso employees and elected or appointed officials.
3. Any user of the City's credit card must submit, in a timely organized manner, detailed documentation for every purchase, which includes original receipts with a description of the goods or services purchased, the date of purchase and the official business for which the goods and/or services was purchased.
4. Any user of the City's credit card is responsible for its protection and custody and will immediately notify the Clerk-Treasurer (and the user's supervisor, if the user is a City employee) if the credit card is lost, stolen or compromised in a manner that may lead to unauthorized use.
5. The Clerk-Treasurer will establish internal controls including proper approval(s) of invoices before payment and that statements will be paid in full prior to the accruing of interest.
6. Any misuse of a City credit card by an employee will result in revocation of future use of the City credit card and, consistent with the City's Employee Handbook, potential termination of employment as well as criminal/civil prosecution.


7. The total combined authorized credit limit of the credit cards issued by the City of Valparaiso will not exceed the credit limit set by the Clerk-Treasurer.

Adopted this 13<sup>th</sup> day of March, 2020.

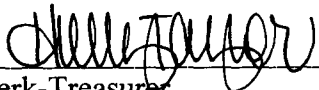
VALPARAISO BOARD OF PUBLIC  
WORKS AND SAFETY

  
Member

  
Member

  
Member

Attest:

  
Clerk-Treasurer