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ORDINANCE 2026-34

AN ORDINANCE AMENDING SUB-CHAPTER 35.12 ENTITLED "ISSUANCE AND USE OF CITY CREDIT CARDS" OF THE CITY OF AUBURN CODE OF ORDINANCES

SUMMARY

This ordinance amends and restates Sub-Chapter 35.12 entitled "Issuance and Use of City Credit Cards" of the City of Auburn Code of Ordinances.

_____ Recorder's Office
_____ Auditor's Office
_____x_____ Clerk's Office
_____ Other

_____ Publish Public Hearing
_____
_____ Publish O/R after adoption
_____

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_____
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First Reading _____
Second Reading _____

ORDINANCE 2026-34

AN ORDINANCE AMENDING SUB-CHAPTER 35.12 ENTITLED "ISSUANCE AND USE OF CITY CREDIT CARDS" OF THE CITY OF AUBURN CODE OF ORDINANCES

SECTION 1. That Sub-Chapter 95.35 entitled "Issuance and Use of City Credit Cards" of the City of Auburn Code of Ordinances is hereby amended, as follows, and restated in Exhibit "A".

35.12 ISSUANCE AND USE OF CITY CREDIT CARDS

A. Business Credit Card for Travel Expenses

1. The Clerk-Treasurer is hereby authorized to make application for and maintain business credit cards for the use by city department heads and employees designated by the department head for travel and permitted expenses related thereto as defined below. The credit card for travel expenses shall have a credit limit of $5,000.00 per card. Credit cards shall be issued to the department heads of the following departments:
    - Mayor
    - Clerk-Treasurer
    - Purchasing
    - Information Technology
    - Human Resources
    - Building, Planning, and Development
    - Engineering
    - Parks and Recreation
    - Waste Water Treatment
    - Water
    - Electric
    - Essential Services
    - Police
    - Fire
    - Street
2. The department head shall provide a written accounting of all charges and receipts for each purchase made. The department head shall be responsible for the card and its use.

3. City officials and employees shall use the credit card exclusively for the purpose of city travel expenses limited to the following:
   a. Hotel or motel room reservations;
   b. Hotel or motel room charges for telephone calls pertaining to city business;
   c. Meals, including a maximum ~~15%~~ 20% gratuity before tax;
   d. Fees associated with attending schools, conferences, seminars and the like;
   e. Gasoline, if using a city-owned vehicle.
4. City credit cards shall not be used for alcoholic beverages, room service, non-city business telephone calls, in-room movies, cash advances, or any personal expenses.
5. Accounts payable vouchers (claims) filed in connection with the use of credit cards shall be submitted to the Clerk-Treasurer for processing within two (2) business days of the official or employee's return from their travel. All credit card usage shall be properly itemized and documented with a summary of items purchased with said credit card. The charge card will be paid in full every billing cycle. Improperly itemized and documented items as well as interest, carrying charges or penalties caused by improperly submitting items shall be the responsibility of the individual user who causes the expense to the city.
6. Payment for any personal or disallowed charges shall be the responsibility of the official or employee making the charge. An official or employee who abuses the credit card will be restricted from future credit card use and subject to disciplinary up to, and including termination.
7. Before being issued a credit card, all individuals, officials, department heads, and or employees who are expected to use said card, must sign a form provided by the Clerk-Treasurer's Office that indicates the individual has read and understands the policy regarding permitted uses of the City Credit Card

B. Commercial Charge Card for Public Purchases of Supplies, Materials, and Small Equipment

1. The policy of the City of Auburn is to use purchase orders and claim forms for transactions by each department. However, the Clerk-Treasurer shall also make available the city credit card for commercial charging. Use of the credit card requires the submission of a purchase order (p.o.).
2. Commercial charge card receipts shall be properly itemized and documented as provided in I.C. 5-11-10 et seq. The charge card will be paid in full every billing cycle. Improperly itemized and documented items, as well as interest, carrying charges, sales tax or penalties caused by improperly submitting items shall be the responsibility of the individual user who causes the

expense to the city.

3. Any department head who abuses the commercial charge card will be restricted from future credit card use and subject to disciplinary action up to, and including termination.

(Ordinance 2016-16 passed 12-6-2016)

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

First Reading _____
Second Reading _____

PASSED AND ADOPTED by the Common Council of the City of Auburn, Indiana, this ____day of _____, 2026.

_____
James Finchum, Councilmember

ATTEST:

_____
Lorrie K. Pontius
Clerk-Treasurer

Presented by me to the Mayor of the City of Auburn, Indiana, this me this ____day of _____, 2026.

_____
Lorrie K. Pontius, Clerk-Treasurer

APPROVED AND SIGNED by me this ____day of _____, 2026.

_____
David E. Clark, Jr., Mayor

First Reading _____
Second Reading _____

VOTING:	AYE	NAY
Natalie DeWitt		
Rod Williams		
James Finchum		
Dan Braun		
David Bundy		
Kevin Webb		
Emily Prosser		

First Reading _____
Second Reading _____

EXHIBIT "A"

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   - ☐ Water
   - ☐ Electric
   - ☐ Essential Services
   - ☐ Police
   - ☐ Fire
   - ☐ Street

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