

**ORDINANCE 2020-07  
OF THE TOWN OF ZIONSVILLE**

**AN ORDINANCE TO AUTHORIZE THE USE OF PURCHASING CARDS**

**WHEREAS**, it is the duty and the responsibility of the Council to maintain the fiscal integrity and the efficiency of the financial transactions of the Town by creating opportunities that decrease unnecessary work for the Town’s employees; and

**WHEREAS**, certain professional services such as a contract procurement card and related services may be provided by a vendor vetted by the Town to provide commercial card services for recurring invoices for municipal payments and maintaining financial integrity; and

**WHEREAS**, the purpose of a purchasing card (also known as procurement card or P-Card) program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar as well as high-volume purchases; and

**WHEREAS**, a purchasing card program can result in a significant reduction in the volume of purchase orders, invoices, and checks processed and can save costs for the Town by reducing administrative time and interest rates on purchases; and

**WHEREAS**, the Town of Zionsville desires to approve the use of Town purchasing cards and other similar cards by Town employees and officials in the performance of official Town duties when such use is in the best interest of the Town.

**NOW, THEREFORE, BE IT ORDAINED BY**, by the Town Council of the Town of Zionsville, Boone County:

Section One. That the Council hereby authorizes the Town to develop a Purchasing Card Program (“Program”) and requires the Town to adopt a Purchasing Card Policy and Procedure Manual (“Manual”).

Section Two. The Program may include the use of purchasing cards, Town-owned credit cards, and Fuel Fleet cards.

Section Three. The Town shall prepare a form and require all Program card holders to receive and acknowledge in writing the terms of the Manual. The Town shall require all Program card holders to execute a new form when and if any substantive revisions are made to the Manual.

Section Four. The Chief Financial Officer of the Town (“CFO”) shall serve as the Program Coordinator. The CFO shall provide oversight of the Program. The CFO may withdraw authorization for any Town employee to use a Program card and require the return of a Town Program card at any time for any reason.

Section Five. The CFO shall maintain an accounting system which includes the names of the individuals authorized to use a Program card, their positions, fund and account numbers to be charged and the date was issued and returned.

Section Six. The use of Program cards shall not bypass the Town's accounting system. All such charges shall be itemized and presented to the Town Council for approval as part of the monthly Approval of Claims.

Section Seven. The CFO is authorized by the Town Council to pay an annual fee, if applicable, for Program cards.

Section Eight. This Ordinance shall repeal the provisions of the Zionsville Code of Ordinances, Title III: Administration, § 34.01, Credit Cards.

Section Nine. If any section, clause, provision, or portion of this Resolution 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 Resolution.

Section Ten. This Resolution shall be in full force and effect immediately.

**DULY PASSED AND ADOPTED** this 3rd day of August, 2020, by the Town Council of the Town of Zionsville, Boone County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**TOWN COUNCIL OF THE TOWN OF ZIONSVILLE,  
BOONE COUNTY, INDIANA**

	<b>YEA</b> Signature	<b>NAY</b> Signature
Josh Garrett, President		
Bryan Traylor, Vice President		
Brad Burk, Member		
Alex Choi, Member		
Joe Culp, Member		
Craig Melton, Member		
Jason Plunkett, Member		

I hereby certify that the foregoing Resolution was delivered to Town of Zionsville Mayor Emily Styron on the \_\_\_\_\_ day of \_\_\_\_\_ 2020, at \_\_\_\_\_ m.

ATTEST: \_\_\_\_\_  
Amelia Anne Lacy,  
Municipal Relations Coordinator