

ORDINANCE 08-03

AUTHORIZATION OF EXPENSES AND CREDIT CARD USE BY CITY OFFICIALS

WHEREAS, The City of Westfield, (“City”) is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and City Council (“Council”); and,

WHEREAS, it is the desire of the Council to create and codify policies and procedures for fiscal responsibility and flexibility and to allow those officials to work and interact in the public sector, and

WHEREAS, it is important for the officials of the City to have at their disposal the ability to charge expenses and have those and other charges sent to the City for the claims process rather than require those persons to seek reimbursement individually.

NOW, THEREFORE, BE IT ORDAINED by the Westfield City Council meeting in session as follows:

Section 1. The Chief Administrative Officer is hereby authorized to procure credit cards for use by all elected officials and department heads for expenses that are incurred in the business in the name of the City. Said cards shall be at no annual fee.

Section 2. All Department Heads are also authorized to approve other expenses by their departmental employees in the course of City business. These expenses include but shall not be limited to community events, educational events, travel and lodging expenses, memberships and any other expense deemed by the Department Head to be necessary in the carrying out of the business of the City.

Section 3. The Chief Administrative Officer is hereby authorized to draft policies and procedures for the proper use of City credit cards by elected officials and Department heads in the performance of their duties.

Section 4. The Westfield Clerk-Treasurer shall administer the credit card charges as all other claims and shall record them in the proper and prescribed manner.

Section 5. That Ordinance 02-30 and Ordinance 03-02 are hereby repealed in their entirety as of the passage date of this Ordinance.

Section 6. This Ordinance shall be in full force and effect in accordance with Indiana law, upon the passage of any applicable waiting periods, all as provided by the laws of the State of Indiana. All ordinances or parts thereof that are in conflict herewith are hereby ordered repealed.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

ALL OF WHICH IS ORDAINED THIS _____ DAY OF _____ 2008.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

John Dippel

John Dippel

John Dippel

Bob Horkay

Bob Horkay

Bob Horkay

Ken Kingshill

Ken Kingshill

Ken Kingshill

Bob Smith

Bob Smith

Bob Smith

Thomas Smith

Thomas Smith

Thomas Smith

Rob Stokes

Rob Stokes

Rob Stokes

Melody Sweat

Melody Sweat

Melody Sweat

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 08-03 was delivered to the Mayor of Westfield

on the _____ day of _____, 2008, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 08-03

this _____ day of _____, 2008.

J. Andrew Cook, Mayor

I hereby VETO ORDINANCE 08-03

this _____ day of _____, 2008.

J. Andrew Cook, Mayor

This document prepared by
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