

RESOLUTION NO. R14-04

**RESOLUTION AMENDING RESOLUTION NO. R04-106
INCREASING THE CREDIT CARD LIMIT AND REVISING THE
CREDIT CARD USE POLICY OF THE CITY OF LAUREL.**

WHEREAS, the City Council of the City of Laurel is authorized to borrow money upon the credit of the City to meet current expenses pursuant to Section 7-7-4101, MCA; and

WHEREAS, the Council adopted Resolution No. R04-106 authorizing the Clerk/Treasurer to obtain credit cards on behalf of the City of Laurel for the expedient payment of goods and services incurred in conducting the business of the City, with a credit limit of \$5,000 each;

WHEREAS, it has become necessary to increase the limit of the credit cards and to modify the Credit Card Use Policy;

NOW, THEREFORE, BE IT RESOLVED that the Clerk/Treasurer is hereby authorized to borrow money upon the unsecured credit of the City of Laurel not to exceed \$30,000.00 total, by acquisition of City credit cards through Three Rivers Bank of Montana.

IT IS FURTHER RESOLVED that the Clerk/Treasurer shall be responsible for lawful charges incurred by use of the credit card.

IT IS FURTHER RESOLVED that the revised policy (attached) for the use of said credit card by authorized City personnel be adopted.

Introduced at a regular meeting of the City Council on February 4, 2014, by Council Member McGee.

PASSED and APPROVED by the City Council of the City of Laurel this 4th day of February, 2014.

APPROVED by the Mayor this 4th day of February, 2014.

CITY OF LAUREL



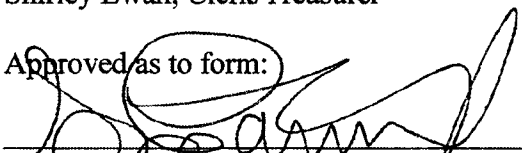
Mark A. Mace, Mayor

ATTEST:



Shirley Ewan, Clerk/Treasurer

Approved as to form:



Sam S. Painter, Civil City Attorney

**CITY OF LAUREL
POLICY ESTABLISHING
USE OF CITY CREDIT CARD
Revised 02/04/2014**

PRIMARY OBJECTIVE: To provide a means of accurate accounting and convenience for city employees.

CONTROL OF ACCESS: The Clerk/Treasurer or designee shall be custodian of the city credit card when not in use.

USE OF CARD: Limited for the purposes of purchasing necessary items. For the limited purchase of goods in cases when purchase by the credit card is the most expedient transaction available, subject to approval by the CAO.

PROCEDURE:

1. Employee must obtain supervisor's approval.
2. Employee must present proof of approval to Clerk/Treasurer or designee and request credit card.
3. Clerk/Treasurer or designee shall have employee sign receipt of said credit card.
4. By the first working day after purchases, employee shall turn in the credit card and all receipts from use of said card.
5. Accounts Payable shall verify receipts with monthly credit card statement and report any discrepancies to the Clerk-Treasurer and/or user's supervisor.

ABUSE/MISUSE OF CREDIT CARD: Shall be treated as a disciplinary matter if deemed appropriate and as outlined in the City of Laurel Policy Manual.