

TOWN OF DANA CREDIT/DEBIT CARD POLICY

The purpose of the credit/debit card policy is to facilitate purchases for the Town in those limited circumstances where using a credit/debit card will enable the Town to more easily procure necessities for operational and/or maintenance purchases previously budgeted and approved after regular business hours or in such case that local suppliers are closed, do not have readily available the operational and/or maintenance items, or when an item could be purchased for a significantly reduced cost. The card may also be used to pay registration fees for education and training events or for travel-related expenses.

The Clerk-Treasurer will procure credit/debit cards for the Town from the financial institution offering the most favorable terms for the Town. Purchases on the credit cards may not exceed previously budgeted and approved items. Any item to be purchased over \$250 per transaction would require the prior authorization of the Clerk-Treasurer.

The Clerk-Treasurer is the designated custodian of the main credit/debit card and account. The Clerk-Treasurer shall ensure that the cards are used in conformance with this policy and will ensure alerts are set up to inform involved parties of credit/debit card use. The Clerk-Treasurer will have the ability to raise or lower credit card limits based on need.

Credit card statements shall be provided to the Town Council on a monthly basis and reviewed and approved by the Town Council monthly.

Use the credit cards will be for the following types of purchases:

- Appropriation accounts items previously approved and budgeted and associated with Supplies/Materials for Operational or Maintenance activities.
- Registration Expenses
- Travel Expenses

Use of the Town's credit/debit card for personal purchases is expressly prohibited.

The Town is generally exempt from sales tax on purchases. The card user must notify the vendor or merchant that the card transaction should be tax exempt. The card user should provide the Town's Sales Tax Exemption Certificate at the time of purchase, to avoid paying sales tax.

Any benefits derived from the use of the credit/debit cards are the property of the Town.

If the card is lost or stolen, the Clerk-Treasurer must be notified immediately. This loss must also be reported by Clerk-Treasurer to the issuer.

RESOLUTION No. 2025-11-2
Town of Dana, Indiana

AUTHORIZING USE OF A CREDIT AND/OR DEBIT CARD

WHEREAS, the Clerk-Treasurer has determined it would be beneficial to the Town to have credit and/or debit cards available for use.

NOW, THEREFORE, be it RESOLVED that:

1. The Clerk-Treasurer may apply for and obtain a credit cards and/or debit cards in the Town's name.
2. The credit and/or debit cards shall be provided to the Clerk-Treasurer, Town Board President, and town employee.
3. The credit card is only authorized for use with regard to the following:
 - Supplies/Materials for operational or maintenance activities
 - Registration fees for education and training events
 - Travel expenses
4. The credit card is only to be used in accordance with the provisions of the policy attached hereto.

Passed and adopted this 11th day of November, 2025.

DANA TOWN COUNCIL

Bel Richards

Fred Craft

J. M. Dana

Martha Kritzer

ATTEST:

Michelle Doan

Michelle Doan, Clerk-Treasurer