

RESOLUTION NO. 505

A RESOLUTION ADOPTING A POLICY  
REGARDING USE OF CITY CREDIT CARDS

WHEREAS, the City of Harpers Ferry has authorized the use of credit cards; and

WHEREAS, the use of such credit cards should be limited.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF HARPERS  
FERRY, IOWA:

SECTION 1: That there shall be three credit cards, one of which shall be issued to each of the following City employees:

Mayor  
Public Works Supervisor  
City Clerk

SECTION 2: That the Mayor and Public Works Supervisor credit card shall have a maximum credit limit of \$10,000. The City Clerk credit card shall have a maximum credit limit of \$5,000.00

SECTION 3: That City authorized credit cards may be used while employee is on official City business, including but not limited to the following uses:

1. Purchases requiring immediate payment where the City is unable to issue a check for the purchase. Purchases require prior approval for non-budgeted items.
2. Employee training/travel accommodations including lodging when applicable.
3. On-line purchases requiring a credit card and no other payment or billing option is available. On-line purchases require prior approval for non-budgeted items.
4. Emergency vehicle maintenance.

SECTION 4: All receipts from credit card use must be turned into the City Clerk's Office as soon as possible. If anyone fails to turn in receipts within a reasonable time after the expense was incurred, the employee will be responsible for such expense, unless the absence of a receipt is approved by the City Clerk. In the event the City Clerk is the employee unable to provide a receipt, such absence of receipt must be approved by the Mayor.

SECTION 5: The City may revoke the credit card privileges of any employee at any time.

Passed, adopted and approved this 13 day of May, 2024.

Jerry C. Valley  
Jerry Valley, Mayor

ATTEST:

Kelli Melcher  
Kelli Melcher, City Clerk / Treasurer