

RESOLUTION NO: 2015-08-20B

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVERTON, TEXAS AUTHORIZING THE ISSUANCE AND USE OF CITY CREDIT CARDS FOR THE DAY TO DAY OPERATIONS OF THE CITY OF OVERTON BY THE CITY MANAGER, CITY SECRETARY, FINANCE DIRECTOR, CHIEF OF POLICE; PUBLIC WORKS SUPERINTENDENT AND CHIEF OF THE VOLUNTEER FIRE DEPARTMENT; SETTING A MAXIMUM CREDIT LIMIT NOT TO EXCEED TWO THOUSAND FIVE HUNDRED (\$2,500.00) DOLLARS PER MONTH PER CARD; AND ESTABLISHING SPECIFIC ITEMS AUTHORIZED TO BE PURCHASE WITH THE USE OF THESE CREDIT CARDS.

WHEREAS, the City of Overton, Texas is a Texas Municipal entity and a General Law Type A entity acting by and through its City Council and Mayor having P.O. Drawer D as its legal mailing address and 1200 S. Commerce Street as it's legal physical address; and

WHEREAS, the City of Overton, Texas engages in governmental activities, including providing services to the general population at large which include: Water, Sewer, Trash, Municipal Community Center, Parks & Recreation Municipal Cemetery, Police, Fire which require acquisitions and monetary expenditures germane to its City departments; and

WHEREAS, the City of Overton, Texas in order to facilitate the operations of the City departments and to likewise facilitate the duties of its department heads desires to obtain a Visa Credit Card and a line of credit and credit limit not to exceed the sum and amount of Two Thousand Five Hundred (\$2,500.00) Dollars per month through the issue of Texas Bank and Trust, at its Overton Banking Center in Overton, Texas, for the use exclusive and only of the City of Overton

WHEREAS, City Council does hereby approve the issuance of a Credit Card to the City of Overton for the use by the Charles Cunningham, City Manager, Rachél Gafford, City Secretary, Pamela Raney, Finance Director, Clyde Carter, Chief of Police, Paul Everett, Public Works Superintendent and Jim White, Chief of Volunteer Fire Department; and

WHEREAS, the City Credit Cards used for purchases on behalf of the City of Overton shall be supervised and handled by the City Manager or City Manager Designee; and .

WHEREAS, the City Credit Cards shall be limited to a maximum credit limit not to exceed Two Thousand Five Hundred (\$2,500.00) Dollars; and

WHEREAS, purchase orders must continue to be issued for purchases in excess of Five Hundred Dollars (\$500.00) not covered under contract or an agreement; and

WHEREAS, payments for credit card usage bill to be based on supporting documents {not statements} such as paid bills or receipts; and

WHEREAS, if an annual fee is assessed by the Credit Card Company it shall be paid by the City of Overton.

WHEREAS, after the purpose for which the Credit Card being used has been accomplished, the Credit Card shall be returned to the custody of the Overton Finance Director.

WHEREAS, the purposes for which the City credit card may be used are:

- A. Purchase of gasoline, oil, tires, vehicle repairs and maintenance for municipal vehicles or lawn maintenance equipment.
- B. Registration fees and hotel fees associated with municipal training classes and municipal travel; and
- C. Purchase of office supplies and or manuals for the use in the operation of the City of Overton.
- D. General municipal supplies ordered online where a City business account cannot be established.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVERTON, TEXAS THAT:

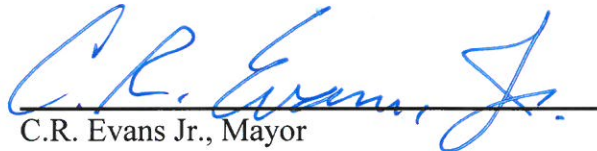
SECTION 1: THAT the City Council hereby empowers the City Manager and the City Secretary of the City of Overton, Texas to make and execute all forms, applications, papers and documents necessary and requisite with Texas Bank & Trust to have issued to the City of Overton, four (4) Visa Business credit cards having a line of credit and credit limit not to exceed the sum of Two Thousand Five Hundred (\$2,500.00) Dollars on each card for exclusive use by the Charles Cunningham, City Manager, Rachél Gafford, City Secretary, Pamela Raney, Finance Director, Clyde Carter, Chief of Police, Paul Everett, Public Works Superintendent and

Jim White, Chief of Volunteer Fire Department for authorized activities and budgeted expenditures of the City of Overton, Texas.

SECTION 2: THAT each credit card purchase must be pre-approved and authorized by the use of the Credit Card Authorization Form (Exhibit A) which has been approved by obtaining the City Manager signature prior to the actual purchase and must be submitted to the Finance Department with the actual receipt and a photo copy of the receipt to authorize payment of the expense.

APPROVED AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVERTON, TEXAS ON THIS 20th DAY OF August, 2015.

CITY OF OVERTON

By: 
C.R. Evans Jr., Mayor

ATTEST:


Rachel Gafford, City Secretary



