

TOWN OF MORGANTOWN, INDIANA

RESOLUTION 2025-05

AN RESOLUTION TO ADOPT AND ENACT FUEL CARD POLICIES

WHEREAS, the Town Council (the “Council”) for the Town of Morgantown, Indiana (“Town”) may authorize the use of credit cards to make purchases on behalf of the Town;

WHEREAS, the Council has determined that authorized use of credit cards by designated Town officials and employees, for the purchase of fuel for town owned vehicles will serve the best interests of the Town;

ACCORDINGLY, BE IT RESOLVED by the Council that the following fuel card policies and guidelines are approved, adopted, and enacted:

Morgantown, Indiana Town-Issued Fuel Card Policies:

1. Purpose:

This policy establishes guidelines and procedures for the use of town-issued fuel cards by authorized employees of the Town. It aims to ensure the responsible and transparent use of public funds, maintain accurate financial records, and comply with all applicable state and local regulations.

2. Scope:

This policy applies to all Town employees to whom fuel cards are issued. “Fuel,” for purposes of these policies, shall refer to and include gasoline and diesel fuel.

3. Authorized Use:

- Town-issued fuel cards are to be used exclusively for authorized and necessary public uses.
- Fuel may be purchased only for Town owned vehicles and equipment.
- Personal fuel is strictly prohibited.
- Authorized fuel must directly support the official duties and responsibilities of the cardholder and serve a legitimate public purpose.
- Examples of authorized fuel may include:
 - Fuel expenses for official town business (conferences, training, meetings)
 - Fuel for acquisition of necessary supplies and materials
 - Fuel related to public events and functions
 - Other pre-approved fuel directly related to town operations.
- All fuel purchases must be necessary and documented.
- In addition to fuel, fuel cards may be used to purchase exclusively for Town owned vehicles, motor oil, lubricants, anti-freeze, windshield cleaner, wiper blades, and routine filters.

4. Cardholder Responsibilities:

- Cardholders are responsible for the secure and appropriate use of their assigned fuel cards.
- Cardholders must adhere to all applicable Town policies, state laws, and regulations.

5. Prohibited Expenses:

- Personal use of any kind.
- Expenses that violate state or local laws or regulations.
- Expenses that are not for a legitimate public purpose.

6. Reporting:

- The Clerk Treasurer will receive and audit for compliance a monthly fuel card statement.

7. Disciplinary Action:

- Failure to comply with these policies may result in disciplinary action, up to and including termination of employment.
- Unauthorized or fraudulent use of Town-issued fuel cards may be prosecuted to the fullest extent of the law.
- Cardholders may be held personally liable for unauthorized charges.

8. Fuel Card Issuance and Termination:

- Town-issued fuel cards will be issued based on demonstrated need and approval by the Town Council.
- The Clerk Treasurer may assign pen numbers or other identifiers to each Cardholder.
- Cardholders shall report to the Clerk Treasurer immediately any lost or damaged card.
- Upon termination of employment or when a fuel card is no longer needed, the card must be returned to the Clerk Treasurer.

9. Policy Review and Updates:


- This policy will be reviewed and updated periodically as needed, or as required by changes in state or local law.
- Any changes to the policy will be communicated to all cardholders and made available to the public.

Introduced and approved, by majority vote of the Morgantown Town Council, on the 12th day of May, 2025.



Joe Blevins, President
Morgantown Town Council

Attest:



Sharon McIntosh, Clerk-Treasurer