

ORDER

AN ORDER AUTHORIZING THE ISSUANCE OF A CREDIT CARD TO THE MAYOR FOR USE RELATED TO HIS OFFICIAL TRAVEL AND FOR OTHER EXPENSES RELATED TO THE OFFICIAL TRAVEL OF OTHER EMPLOYEES AND OFFICIALS OF THE CITY OF TUPELO

WHEREAS, the City of Tupelo, Mississippi is authorized by Miss Code Ann. § 21-39-27 (1972, as amended) to obtain one or more credit cards for use by the governing authorities and other municipal employees to pay expenses incurred by them when traveling in or out of the state in the performance of their official duties; and

WHEREAS, both in-state and out-of-state travel is often a necessary function of the job for the Mayor, City Council and other employees and officials of the City of Tupelo; and

WHEREAS, the availability of a city issued credit card will allow the City of Tupelo to manage the travel expenses of these employees and officials without requiring these employees and officials to seek reimbursement for their otherwise out of pocket expenses; and

WHEREAS, a city issued credit card may only be used for lawful expenses incurred by the City of Tupelo, its employees and officials while on sanctioned travel as a part of their official work duties.

NOW, THEREFORE, the City of Tupelo by and through its governing authorities resolve and order as follows:

1. The prefatory statements are hereby found to be in accordance with a lawful expression of municipal power by the governing authorities of the city of Tupelo concerning the care and management of municipal business and are therefore adopted and incorporated herein.
2. The Mayor and City Clerk are empowered to enter into a credit card usage agreement with a credible financial institution doing business in the State of Mississippi for the issuance of one (1) credit card, to be issued to the mayor, and to execute all documents necessary to effectuate the terms of the agreement in accordance with the laws of the State of Mississippi and the terms of this Order, subject to later ratification by the City Council.
3. It shall be the policy of the City of Tupelo that credit cards issued by the City of Tupelo pursuant to this Order shall only be used for lawful expenses associated with in-state or out-of-state travel, and only those travel-related expenses related to the official travel of the governing authorities and other employees of the city of Tupelo, as pre-approved by the mayor, may be charged to said credit card,
4. All credit card expenditures shall be reported, verified and itemized with the City Clerk no later than 10-days after the expense has been incurred or 10-days after such travel has concluded, whichever occurs later.
5. The City Clerk shall present monthly to the Mayor and City Council a report containing an itemized statement of all expenses and uses of the credit card within the previous month, and such expenditures may be allowed for payment in the same manner as other items on the claims docket.

6. The employee or official having been issued a credit card shall be subject to all interest and fees and other charges related to the collection of expenditures not approved by the governing authorities of the City of Tupelo.
7. The Chief Financial Officer is authorized to enact policies and procedures necessary for the monitoring, reporting, itemizing and utilization of city issued credit cards to the extent allowed by law.

The foregoing Order was proposed in a motion by Councilmember _____, seconded by Councilmember _____, and after discussion, no council member having called for a reading, was brought to a vote as follows:

Councilmember Mims voted	_____
Councilmember Bryan voted	_____
Councilmember Beard voted	_____
Councilmember Davis voted	_____
Councilmember Palmer voted	_____
Councilmember Gaston voted	_____
Councilmember Jones voted	_____

WHEREUPON, the foregoing order was declared, passed and adopted at a Regular Meeting of the Council on this the _____ day of _____, 2023.

CITY OF TUPELO, MISSISSIPPI

By: _____
 TRAVIS BEARD, City Council President

ATTEST:

 MISSY SHELTON, Clerk of the Council

APPROVED:

 TODD JORDAN, Mayor

 DATE