

**BOROUGH OF NEWBURG  
CUMBERLAND COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2018 - 018**

**A RESOLUTION OF THE BOROUGH OF NEWBURG ADOPTING A CREDIT  
CARD USAGE POLICY FOR THE USE OF BOROUGH CREDIT CARDS BY  
BOROUGH PERSONNEL.**

**WHEREAS**, Borough Council deems it in the best interest of the Borough of Newburg (“Borough”) to adopt a policy concerning the use of Borough credit cards by Borough personnel; and

**WHEREAS**, Borough Council desires to adopt the following policy regarding the use of Borough credit cards by Borough personnel.

**NOW THEREFORE, BE IT RESOLVED** by the Council for the Borough of Newburg as follows:

1. The above recitals are incorporated herein by reference hereto.
2. **Eligibility.** Only personnel specifically authorized by Council shall be permitted to use, a Borough credit card. The following positions are specifically authorized to use a Borough credit card:
  - a. Members of Borough Council;
  - b. Borough Mayor; and
  - c. Borough Secretary
3. **Allowable uses.** Borough credit cards shall only be used for Borough purposes. Purchases for items or services included with the Borough of Newburg’s budget shall not require prior authorization from Borough Council. All other purchases for items or services shall require prior authorization from Borough Council.
4. **Receipts.** Eligible credit card users are responsible for providing receipts related to their credit card purchases, including receipts related to online purchases. All receipts for purchases shall be submitted to the Borough Secretary on a monthly basis.
5. **Loss of eligibility.** A violation of this policy shall first result in a warning. Thereafter, any violation may result in that individual’s loss of eligibility to use a Borough credit card.
6. **Employee Policy acknowledgement.** Each eligible cardholder shall sign an Employee Acknowledgement form, prepared by the Borough in the form set forth below:

I, \_\_\_\_\_, hereby acknowledge that I have received a Borough credit card to use solely for Borough purchases of items and services. I have been provided with and have read the Borough credit card policy and understand that I am responsible for compliance with the same. I further understand that violation of such policy may result in consequences, including the loss of eligibility to use a Borough credit card.

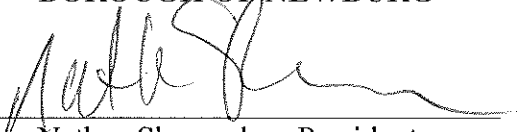
7. Effective Date: This Resolution shall become effective immediately.

**DULY ADOPTED**, this 19 day of November 2018 by the Council of the Borough of Newburg in lawful session duly assembled.

**ATTEST:**

  
\_\_\_\_\_  
Sara Rhine, Borough Secretary


**BOROUGH OF NEWBURG**

By:   
\_\_\_\_\_  
Nathan Shoemaker, President  
Borough Council

**CERTIFICATION**

The undersigned hereby certifies that she is the duly appointed Secretary of the Borough of Newburg, Cumberland County, Pennsylvania and that the foregoing Resolution was adopted by the Borough at its regularly scheduled meeting held on November 19, 2018, which meeting was duly called and at which time a quorum was present and acting throughout, and that said Resolution has not been revoked or amended.

Dated: 11/19/18  
\_\_\_\_\_

  
\_\_\_\_\_  
Sara Rhine, Borough Secretary