

**A Resolution to Approve the Acquisition of a Home Depot Credit Card
R-36-2016**

**City Council of the City of Glenarden, Maryland
2015-2016 Legislation**

Resolution No: R-36-2016
Introduced By: Maxine Phifer, Council President
Co-Sponsors: At the Request of Administration
Session: Regular Session
Date of Introduction: April 11, 2016

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WHEREAS, the City of Glenarden has ongoing maintenance needs throughout the City of Glenarden and in the municipal center; and

WHEREAS, the Glenarden Public Works Department needs to be able to make timely purchases for equipment, paint, and supplies without exceeding the spending limits for the City's primary credit card; and

WHEREAS, the Glenarden Public Works Department makes frequent purchases from Home Depot due to its proximity and inventory of needed supplies; and

WHEREAS, the Home Depot Card will be maintained in the City Treasurer's office; and

WHEREAS, no purchases shall exceed \$2,000; and

WHEREAS, internal controls will include the following process: (1) the employee or official wishing to use the Home Depot Credit Card must complete a Purchase Order that is signed by the Department Head and City Manager, and the City Treasurer, whose signature will certify that adequate funds are available in the budget for the purpose for which the Purchase Order is issued; (3) that a receipt is obtained, reviewed by the Treasurer and retained in the City's files indicating that the purchase is consistent with the Purchase Order; and (4) that the credit card is not be used for any purpose not authorized by such a Purchase Order.

NOW, THEREFORE BE IT RESOLVED by City Council of the City of Glenarden, Maryland, sitting in Regular Session this 11th day of April, 2016 as follows:

1. That the City Manager is authorized to apply for a Home Depot Credit Card in the name of the City.
2. That the Home Depot credit card will be maintained by the City Treasurer's office.

**A Resolution to Approve the Acquisition of a Home Depot Credit Card
R-36-2016**

Page 2

3. That internal controls will be implemented to ensure that the Home Depot credit card may not be used for purchases that exceed \$2,000; that an employee or official using the card must complete a Purchase Order that must be signed by the Department Head, the City Manager, and the City Treasurer, whose signature will constitute verification that there are funds available in the budget for the purpose for which the Purchase Order is issued; that a receipt is obtained, reviewed by the Treasurer and retained in the City's files indicating that the purchase is consistent with the Purchase Order; and that the credit card is not be used for any purpose not authorized by such a Purchase Order.
4. Bills to be paid in full upon credit card statement each month.

Date Approved: April 11, 2016

ATTEST:

Toni Taylor
Toni Taylor, Clerk for the Council

City Council of Glenarden, MD

Maxine E. Phifer
Maxine Phifer, President, At Large

James Herring
James Herring, Vice President, Ward 1

Elaine D. Carter
Elaine Carter, Councilman, Ward II

- Passed -
Judy C. Diggs, Councilwoman, At Large


No A/E
Deborah A. Eason, Councilwoman, Ward II

- Absent -
Jennifer A. Jenkins, Councilwoman, Ward III

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1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16

Page 3


Carolyn Smallwood, Councilwoman, Ward I

Yea 4
Nay 1
Abstain 0

Approved as to form and legal sufficiency this ____ day of _____, 2016:

Elissa D. Levan, City Attorney