

**ORDINANCE NO. 2019-1104A**

**AN ORDINANCE AMENDING THE CREDIT CARD POLICY FOR WARREN COUNTY**

WHEREAS, IC 5-22 (the "Act") applies to every expenditure of public funds by a governmental body under the Act;

WHEREAS, the County has the need, on occasions, for the use of credit cards by the Auditor, Sheriff's Department, and Highway Department to make small incidental purchases or to isolated one-time vendors, such that the purchase order process typically used is unduly cumbersome and impractical; and

WHEREAS, the Board of Commissioners and the Auditor jointly agree that it makes sound fiscal sense for the County to obtain low limit credit cards, to be used for County purchases and to establish procedures and policies for the same; and

WHEREAS, the Board of Commissioners have already approved the County's use of Credit Cards by approval at their May 20, 2019 meeting and wish to amend their Credit Card Policy to increase the credit limit allowed.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Warren County, Indiana, pursuant to Indiana Code § 36-1-3-6, that their Credit Card Policy be amended to include Section 1 "Credit Card Policy" as follows:

**Section 1 - Credit Card Policy.**

- (a) The Auditor shall implement and maintain a system for the distribution, authorization and control of credit cards issued to or for the benefit of the County and used by County officials and employees:
  - (1) Distribution. Credit cards may be distributed to those County officials and employees who, in the opinion of the Auditor, have job responsibilities which would cause their job performance to benefit by use of a credit card (use of the term "Credit Card" shall include either the credit card or the credit card number).
  - (2) Authorization and Control. The Auditor shall develop and implement guidelines and accounting controls subject to the approval of the Board of County Commissioners of Warren County to ensure the proper usage of credit cards and credit card funds. Including designation those employees or officials, who will be authorized to use a credit card "Authorized User" and maintain a log of the cards assigned to each.
  - (3) Credit Limits. The Auditor shall set credit limits on each credit card

issued; provided, that in no event shall such credit limit exceed \$2,500.00 for any individual credit card nor shall the aggregate credit limits for all credit cards issued to or authorized for use to exceed \$7,500.00.

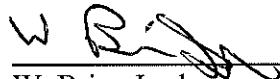
- (4) Payment of Bills. The Auditor shall establish and implement a written procedure or policies for the payment of all credit card bills subject to the approval of the Board of Commissioners of Warren County, which shall cause the credit card purchases to be paid in full on a monthly basis, prior to the end of the grace period, so to avoid late fees or finance charges.
- (5) Uses Prohibited. The following uses are expressly prohibited and unauthorized:
  - a. Personal charges or charges not for official County business;
  - b. Cash advances;
  - c. Use of another Authorized User's credit card;
  - d. Obtaining or attempting to obtain a new line of credit, using the a credit card issued to the Authorized User;
  - e. Use of a credit card, which has been revoked, cancelled, or after the authorization to use the credit card has been terminated by the County;
  - f. Uses in excess of the credit limit or, in light of charges incurred during the billing cycle by the Authorized User, would cause the credit card's limits to be exceeded;
  - g. Authorized users shall not use a credit card, otherwise consistent with this Ordinance, in such a manner that would likely bring about embarrassment or disgrace to the County or appear immoral or unprofessional to the citizens of the County.
  - h. Use of a credit card after the Authorized User's employment ended or elected term in office has concluded; or
  - i. In any manner inconsistent with other County Ordinances or Policies, federal, state, or local laws.
- (6) Documentation of Charges Required. An Authorized User shall obtain and retain itemized receipts for each and every purchase made using a County credit card and shall submit clear and legible copies of said receipts to the Auditor on or before the last business day of each month for that month. Any charges, which cannot be properly identified or which are not properly allowed, shall be paid promptly by the Authorized User by check, together with interest and all other charges assessed by the credit card company, and shall constitute a prior lien against all amounts owed by the County to the card user until paid in full. Upon receipt of a credit card, each Authorized User shall execute an agreement to be personally liable for any charges, which are unauthorized, not documented or cannot be properly identified, as set forth herein, to the satisfaction of the State

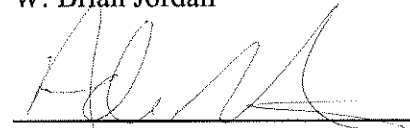
Board of Accounts or the Board of Commissioner of Warren County.

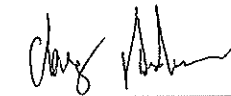
- (7) Lost or Stolen Credit Cards. Each Authorized User shall be responsible for contacting the issuing financial institution and the Auditor, immediately upon discovering that a credit card has been lost, stolen, or is otherwise unaccounted for. Authorized users shall maintain in a safe location, the telephone number for reported cards lost or stolen. The employee in violation of this provision, may be held responsible for charges incurred, using the card. Each employee shall be required to submit a lost/stolen card affidavit to the Auditor, attesting to the date the loss was discovered and the last charge used.
- (8) Fraudulent Use of Credit Card Prohibited. No Authorized User shall knowingly use or attempt to use a credit card beyond the scope of the authority permitted by this Ordinance or the policies established by the Auditor.
- (b) The Auditor is authorized, to adopt any additional procedures and policies necessary to implement the provisions of this policy.

*ALL OF WHICH IS ORDAINED* this 4<sup>th</sup> day of November, 2019.

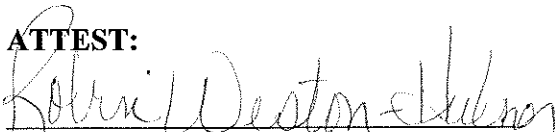
BOARD OF COMMISSIONERS OF  
WARREN COUNTY, INDIANA

  
\_\_\_\_\_  
W. Brian Jordan

  
\_\_\_\_\_  
Adam Hanthorne

  
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Clay Andrews

**ATTEST:**

  
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Robin Weston-Hubner, Auditor