

ORDINANCE NO. 2024-011_

**AN ORDINANCE RESCINDING RESOLUTION NUMBER 2007-006, AND CREATING
A CREDIT CARD USE POLICY FOR COUNTY EMPLOYEES AND PUBLIC
OFFICIALS**

WHEREAS, the Board of Commissioners adopted Resolution 2007-006 regarding the creation and use of credit cards by the employees of Delaware County and Public Officials where they were granted authorization for their employees to use County issues credit cards for certain purchases; and

WHEREAS, the Indiana State Board of Accounts have established guidelines for a government unit regarding the use of credit cards which have been updated and revised since 2007 in Indiana; and

WHEREAS, The Delaware County Commissioners desire to standardize the use of credit cards by Delaware County employees in a manner consistent with the guidelines of the Indiana State Board of Accounts;

NOW THEREFORE BE IT HEREBY ORDAINED BY THE DELAWARE COUNTY COMMISSIONERS:

Section 1: Purpose of Creation of Credit Accounts. Department heads and Elected Public Officials shall create credit accounts with their various vendors as a primary method of payment for goods, services, and products rather than rely upon the County issued credit cards. Every effort shall be made to make payments directly through a vendor by setting up a sales tax-exempt account with vendor and obtaining invoices rather than paying with a credit card. Purchase of goods using a credit card should be rarely used and only as a last resort method of payment.

Section 2: Credit Card Request Form. Whenever an Elected Official and/or Department Head desires to request a new credit card, changes in the user of the credit card or change in credit limit then the Elected Official and/or Department Head shall complete the Credit Card Request Form from the Auditor's Office and submit the form to the Board of Commissioners for review and approval. Upon approval, the Board of Commissioners shall then send the approved Credit Card Request Form to the submitting office and the Auditor's office. The Credit Card Request Form shall be amended from time to time.

Section 3: Credit Card Use. The Delaware County Commissioners authorized the use of credit cards by Delaware County employees under the direction of the various offices department heads and public elected officials in accordance with these adopted county guidelines set forth in this Ordinance, and applicable laws and regulations of the State Board of Accounts.

Section 3: Use of Credit Cards: The Board of Commissioners authorize the creation and use of credit cards by employees and elected public officials to purchase certain services and/or products as authorized by this Ordinance only for the following purposes:

- a. **Travel Expenses.** A purpose for the use of credit cards is for the expenses incurred while traveling, such as hotels, gas (if in a county vehicle while traveling and the “gas card” is not available for use), meals, and other travel as permitted by the Delaware County Travel Policy.
- b. **Education and Seminars.** An employee or elected public official may use the credit to register for educational, training or other work-related seminars in the event that an account cannot be set up to secure attendance by the designated individual(s). The county issued credit card may also be used to purchase educational, seminar or workshop related materials that are part of the training session.
- c. **Goods.** Goods may be purchased only if there is an extreme need or necessity for the purchase of goods such as materials, products, food or other items that are required from time to time. The user of the credit card shall document the use and verify that the use of the credit card for these purchases is related to legitimate county business.
- d. **Services.** Services shall only be charged to a credit card due to unavoidable circumstances or in the event of an emergency. The Board of Commissioners may permit such expenditures as needed by any department or elected official.
- e. **Online Purchases.** Purchasing online should be done with utmost care to protect credit card data and should follow all department purchasing guidelines, use agreements, and policies.

Section 4: Prohibited Uses of County Issued Credit Cards:

- a. **Utility Expenses or Costs.** At no time shall the County issued credit card be used for the payment of utility expenses such as gas, electricity, water, cable TV, internet or any other utility expense for a building, operation or conduct of county business. The Board of Commissioners may permit such expenditures as needed by any department or elected official.
- b. **Personal Expenses.** The credit card shall be only used for approved business expenses. Personal expenses should not be purchased with the county issued credit card. If personal expenses are charged to the County credit card, the elected public official, department head or employee shall be responsible for paying those personal charges. Personal expenses charged to the County credit card will be investigated and may be grounds for revocation of the credit card, termination of employment, and/or possible charges under State/Federal laws. Any and all personal expenses that are charged to the county issued credit card shall be deducted from the salary or pay of the elected public official, department head or employee.
- c. **Cash Advances.** The credit card may NOT be used to obtain cash advances at any time.

- d. **Automatic Recurring Charges:** NO arrangements shall be made to have automatic, recurring charges billed to the County credit card unless there are unavoidable circumstances. The Board of Commissioners may permit such expenditures as needed by any department or elected official.

Section 5: Sales Tax Exemption. All users of the County issued credit card are to remind the vendor of the County's tax-exempt status prior to making a purchase. Promptly after a purchase, the sales receipt should be reviewed to confirm no sales tax was charged. If sales tax was charged, the item should immediately returned so a re-purchase can be made without sales tax. A Sales Tax Exemption Certificate can be obtained from the Auditor's Office. Any sales taxes charged will be the responsibility of the Department head or employee.

Section 6: Accounting System. Each Delaware County Department Head and elected official shall be responsible to maintain an accounting system or log which includes the names of each individual requesting usage of credit cards, their position of employment, the estimated amounts to be charged, the county fund and account numbers to be charged, the date the card is issued and returned, and any other details required by the Delaware County Auditor.

Section 7: Elected Public Official and Department Head Responsibility. The Elected Public Official and/or Department Head who authorizes the use of credit cards is responsible to provide sufficient account information to the Delaware County Auditor so that expenditures for appropriations can be tracked to provide timely and accurate accounting information for monitoring the accounting system. The Elected Public Official and/or Department Head is also responsible for assuring each credit card is kept in the department shall be secured when not in use.

Section 8: Supporting Documentation. Sufficient supporting documentation shall be available to approve claims for payments such as paid bills and receipts. Credit card statements or credit card slips alone are not sufficient documentation.

Section 9: Segregation of Duties. The person in the department or office who reconciles receipts to charges on the credit card statement shall not have to ability to control and maintain the credit card account.

Section 10: Credit Limit. The Commissioners shall make the determination of the credit limit for each office or department as to credit available on an individual case-by-case basis.

Section 11: Issuance of Credit Cards Credit cards that bear the name of Delaware County shall be issued by the Board of Commissioner along and the Board of Commissioners, alone, shall determine the number of credit cards issued and to whom they are issued and the amount of credit authorized.

Section 12: Interest and Late Payment Fees. Any interest or late payment fees due to late filing or finishing of documentation by an elected public official, department head or employee who used a credit card shall be the responsibility of that elected public official, department head or employee. All elected public officials, department heads or employees that are issued county credit

cards for use in the course of their employment shall allow the County to deduct from their regular salary or pay any amount related to the interest or late payment fees incurred by the County on the credit card.

Section 13: Revocation of Credit Card or Limit. The Commissioners' approval of the use of a credit card should be considered a convenience. If the Commissioners consider the use of a credit card or limit as unnecessary or as an abuse by an elected official, department head or employee, the Commissioners may revoke or limit the use of the credit card.

Section 14: Return of Credit Card. All issued cards are the property of Delaware County and upon change in employment status, revocation or if an elected official and/or department head deems a credit card no longer necessary, the credit card shall be returned to the Delaware County Auditor. The failure to return the credit card(s) as demanded may result in an additional cost to the elected public official, department head or employee causing the card to be rendered useless.

Section 15: Effective Date. This ordinance shall be effective ten (10) days after adoption. It shall be the responsibility of the County's Human Resources Department to send this policy to all of the elected public officials, department heads and employees. This policy shall also be incorporated into the County Personnel Handbook.

Adopted this 18th day of November, 2024

BOARD OF COMMISSIONERS
DELAWARE COUNTY, INDIANA

By: _____
James King, Commissioner

By: Sherry Riggin
Sherry Riggin, Commissioner

By: Shannon Henry
Shannon Henry, Commissioner

Attest: Edward Carroll
Edward Carroll, Delaware County Auditor