

Ordinance no. 2018 - **FCO 2018-4**

**AN ORDINANCE TO AUTHORIZE THE USE OF CREDIT CARDS  
AND PURCHASING CARDS FOR DESIGNATED ELECTED OFFICIALS  
AND DEPARTMENT HEADS OF FLOYD COUNTY GOVERNMENT**

Whereas, the Floyd County Commissioners may authorize the use of credit cards and purchasing cards with conditions it deems necessary and appropriate under Indiana Home Rule Powers in IC 36-1-3; and

Whereas, the State Board of Accounts Uniform Compliance Guidelines Manual for Counties, Chapter 1, authorizes a County's use of credit cards upon adoption or Ordinance regarding Credit card policies; and

Whereas, Floyd County seeks to avail the use of credit cards and purchasing cards for those officials.

Now, therefore, be it ordained by the Floyd County Commissioners that:

SECTION 1. This ordinance is adopted in compliance with the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Counties Chapter 1, authorizing certain dept. heads and Elected officials to use credit cards for certain purchases.

SECTION 2. The issuance and handling of said credit cards shall be handled by the Floyd County Auditor.

SECTION 3. It will be the responsibility of the Elected Official or Dept head to safeguard the usage and security of said cards. If the elected official or dept head elects a designee to use the credit card, then the attached log must be used to clearly indicate the physical transfer of said credit card to that employee, and the related physical transfer back to the holder. Designated card holders shall sign an the attached statement pledging receipt and responsibility.

SECTION 4. Payment of credit card charges shall be subject to the audit requirements of Accounts Payable claim vouchers in conformity with IC 5-11-10 and IC 36-4-8 along with the compliance procedures of the IN State Board of Accounts. It is the responsibility of the card holder or the designee to obtain proper itemized receipts other than the credit card receipt for item charged. Budgeted funds must be available to utilize the cards.

SECTION 5. Credit card and purchasing card charges that do not meet state Audit requirements including charges that include the imposition of state sales tax for which the County is otherwise exempt, are the responsibility of the employee authorizing the charge.

Section 6. The cards will only be used in the performance of County business for supplies, certain hotel charges and certain equipment purchases. Cards should be used for purchases requiring an immediate need. Cards may not be used for restaurant, entertainment or any personal charges by the holder. Such use would be subject to personnel action as described in the Floyd County Employee Handbook, Section 6, Personal Conduct.

SECTION 7. Upon receiving the credit card statement, elected officials or dept. heads must complete a Claim voucher with all proper receipts and submit to the Auditor at least 7 business days before the due date. If interest charges or late fees are incurred as a result, it will be the financial responsibility of the card holder to pay those fees.

SECTION 8. Floyd County Commissioners further authorize that an annual fee may be paid for said cards, if required.

Credit Card Receipt and Payroll Deduction Form

I, \_\_\_\_\_ do hereby state that I have received Credit Card no.  
\_\_\_\_\_ as authorized by the Floyd County Board of Commissioners  
for use in the operations/expenses for my dept.

I understand that my signature below denotes that I will comply with the procedures as documented by  
Ordinance 2018- . I understand that am responsible for all charges associated for the credit card and  
that any unauthorized charges will be reimbursed by me or will be deducted from my pay, including  
interest charges and late fee penalties as described in said ordinance.

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Dept.

\_\_\_\_\_

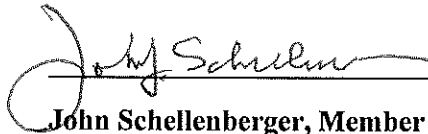
Date

Adopted and approved this 20 day of February, 2018.

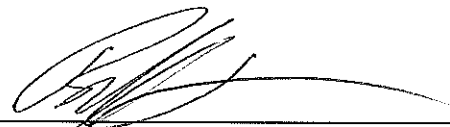
Board of Commissioners of Floyd County, Indiana



D. Mark Seabrook, President



John Schellenberger, Member

  
\_\_\_\_\_  
Billy Stewart, Member

Attest:

  
\_\_\_\_\_

Scott Clark, Auditor

