

CREDIT CARD USE AUTHORIZATION ORDINANCE
DEKALB COUNTY ORDINANCE NO. 2019-R-25
DEKALB COUNTY CODE SECTION 22-1-5

THE DEKALB COUNTY COMMISSIONERS NOW RESCIND RESOLUTION NUMBER 2002-4, DEKALB COUNTY CODE 11-6-2, CREDIT CARD USE AUTHORIZATION ORDINANCE DATED OCTOBER 28, 2002, AND ANY SUBSEQUENT CHANGES OR AMENDMENTS TO THAT POLICY SINCE 2002.

THE DEKALB COUNTY COMMISSIONERS HEREBY RE-ESTABLISH A CREDIT CARD POLICY FOR COUNTY EMPLOYEES AND PUBLIC OFFICIALS AS FOLLOWS:

WHEREAS, some Departments of DeKalb County, Indiana desire to have authorization for their employees to use County issued credit cards for certain purchases;

WHEREAS, the Indiana State Board of Accounts have established guidelines for a government unit regarding the use of credit cards;

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

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

Section 1: Credit Card Use. The DeKalb County Commissioners authorize the use of credit cards by DeKalb County employees under the direction of DeKalb County Department Heads in accordance with County guidelines, this Ordinance, and applicable law.

Section 2: Travel Expenses. The primary purpose for the use of credit cards is for expenses incurred while traveling, such as hotel, meals, and other travel as permitted by the DeKalb County Travel Policy.

Section 3: Services. Services shall only be charged to a credit card due to unavoidable circumstances or in the event of an emergency. (An example might be if a County vehicle breaks down during business travel and must have immediate repairs done.)

Section 4: Goods. Being able to track payments for goods is one of the primary objectives of the Accounts Payable process and financial system. When a credit card is used, trackability for purchases through vendors is lost. Every effort shall be made to make payment directly through a vendor by setting up a sales tax exempt account with that vendor and obtaining invoices rather than by paying with a credit card. For your convenience and upon request, Accounts Payable will provide names of vendors already being used by County departments for similar purchases. Purchases of goods using a credit card should be used rarely and only as a last-resort method of payment.

Section 5: Sales Tax Exemption. Be sure 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 be immediately returned so a re-purchase can be made without sales tax. A Sales Tax Exemption Certificate can be obtained in the Auditor's Office. Any sales taxes charged other than for hotel and meals when traveling will be the responsibility of the Department Head or employee, and payment by personal check to the Bank will be due.

Section 6: Online Purchases. Purchasing online should be done with utmost care to protect credit card data and should follow all I.S. Department purchasing guidelines, use agreements, and policies.

Section 7: Personal Expenses. The credit card shall be used for approved business expenses only. Personal expenses shall not be purchased with the credit card. If personal expenses are charged to the County credit card, the Department Head or employee will be responsible for paying for those charges by personal check to the Bank. 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.

Section 8: Cash Advances. The credit card may not be used to obtain cash advances.

Section 9: Automatic Recurring Charges. No arrangements shall be made to have automatic, recurring charges billed to the County credit card unless there are unavoidable circumstances. Permission must be granted by the Commissioners.

Section 10: Accounting System. Each DeKalb County Department Head 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 DeKalb County Auditor.

Section 11: Department Head Responsibility. The Department Head who authorized the use of credit cards is responsible to provide sufficient accounting information to the DeKalb County Auditor so that expenditures from appropriations can be tracked to provide timely and accurate accounting information for monitoring the accounting system. The Department Head is also responsible for assuring each credit card is kept in the department under lock and key when not in use.

Section 12: Supporting Documentation. Sufficient supporting documentation shall be available to approve claims for payment, such as paid bills and receipts. Credit card statements or credit card slips alone are not sufficient documentation.

Section 13: Segregation of Duties. The person in the department who reconciles receipts to charges on the credit card statement shall not have the ability to control and maintain the credit card account.

Section 14: Credit Limit. The Commissioners shall make the determination of credit limit on a case-by-case basis.

Section 15: Cards Issued. It is the prerogative of the Commissioners to limit the number of credit cards issued and to whom they are issued.

Section 16: Late Payment Fees. Any late payment fees of interest or penalties due to improper charges, late filing, or furnishing of documentation by a Department Head or employee who used a credit card shall be the responsibility of that Department Head or employee.

Section 17: Annual Credit Card Fee. If authorized by the Department Head, an annual credit card fee for the availability of the card may be paid.

Section 18: Credit Card Security. The Department Head is responsible for assuring each credit card is kept in the department under lock and key when not in use. When the credit card is in use, the credit card holder is responsible for the security and safe storage of the credit card. The credit card holder must immediately report a lost or misused card to his/her supervisor so that proper precautions can be made with the Bank. Also, if the card holder is unable to identify a transaction by a vendor, the transaction must be immediately disputed through the Bank.

Section 19: Revoking of Credit Card. 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 as unnecessary or as abused by an elected official, department head, or staff member, the Commissioners will revoke the use of the credit card.

Section 20: Return of Credit Card. All issued cards are the property of DeKalb County and upon change in employment status (leave the department, separate from the County, etc.), or if an Elected Official or Department Head deems a credit card no longer necessary for their employee to have, the credit card shall immediately be returned to his/her supervisor who shall then return the card to the DeKalb County Auditor. In the case of an elected official or a

Department Head leaving employment, the card shall be returned to the DeKalb County Auditor.

Section 21: Effective Date: This Ordinance shall become effective after passage of the third reading as adopted by the DeKalb County Commissioners.

Section 22: Ordinance Codified. This DeKalb County Ordinance Number 2019-R-25 shall be codified in the DeKalb County Code as Section 22-1-5 and appropriately indexed in the Code.

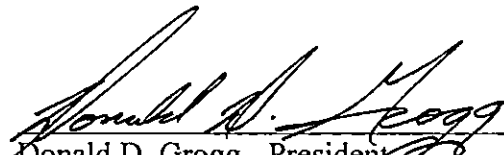
READ AND PASSED ON FIRST READING: Monday, December 23, 2019.

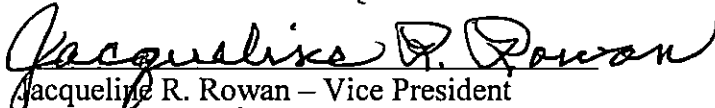
READ AND PASSED SECOND READING: Monday, December 30, 2019.

READ AND PASSED ON THIRD READING: Monday, December 30, 2019.

This Ordinance No. 2019-R-25, codified as DeKalb County Code Section 22-1-5 is signed, approved and adopted after all three readings by the Commissioners of DeKalb County, Indiana.

Dated and approved this 30th day of December, 2019.


Donald D. Grogg - President


Jacqueline R. Rowan - Vice President


William L. Hartman - Vice President

Attest: 
Jan Bauman, Auditor