CHAPTER 269

CREDIT CARDS

269-1. Authorization for Use of Credit Cards

Only the Board of Commissioners of Monroe County, or its designee, may authorize the issuance of County Credit Cards, or other such line of credit.

269-2. Designation of Credit Card Issuer

The Board of Commissioners of Monroe County shall designate a bank or credit card company as the sole issuer of credit cards to all Monroe County Departments and Offices.

269-3. Purchasing Agents to Apply for Issuance

The Purchasing Agent [as defined by Chapter 266-3 may apply to the Commissioner's Office for issuance of a credit card in the name of such department or office, and shall pay the annual fee for its issuance, if any.

269-4. Accounting System

The Purchasing Agent shall maintain an accounting system or log which includes the names of the Purchasing Agent, their position, estimated amounts to be charged, reason for charge, fund and account numbers to be charged, and date the card is issued and returned, etc.

269-5. Use, Custody, Submission of Claims, Interest and Late Fees

The Purchasing Agent shall be responsible for authorizing all uses of his or her credit card, physical custody of his or her credit card and timely submission of claims for its invoices. The claim shall include the invoice, and supporting documents such as the credit card transaction receipt, purchase receipt, paid bill or other documentation as may be required by the Auditor's Office. Any interest, penalty or fee incurred due to late filing of the claim or furnishing of documentation required by the Auditor shall be the responsibility of the Purchasing Agent.

269-6. Charge Limit; Cash Advances Prohibited

A monthly charge limit shall be established by the Board of Commissioners for each card issued under Section 3 of this Chapter. No cash advances will be permitted in the use of the card.

269-7. Permitted Uses

The credit card may be used for any purchase for which there is an existing appropriation at the time of use.

269-8. Prohibited Uses

The credit card may not be used for the following purchases:

(A) Any purchase for which there is not an existing appropriation at the time of use.

(B) Cash advances.

(C) Personal or non-business purchases.

(D) Alcoholic beverages.

(E) Gasoline or repairs for non-county-owned vehicles except for rental cars.

269-9. Discontinued Use

If the Purchasing Agent discontinues use of the card, for any reason, the card shall be returned to the County Commissioners.

269-10. Loss or Theft

The Purchasing Agent or elected Township Assessor or authorized user shall report loss or theft of the credit card to the Commissioner's Office immediately upon discovery.

269-11. Revocation of Credit Card

The Board of Commissioners may revoke the credit card privileges of any Purchasing Agent or office whose Purchasing Agent or employees violate the terms of this Ordinance, and may take or recommend disciplinary action against the violator.

[end of chapter]