

CASS COUNTY COMMISSIONERS ORDINANCE NO. 2016-05

ORDINANCE REGARDING THE POLICY AND PROCEDURE FOR USE OF CASS COUNTY CREDIT CARDS BY COUNTY EMPLOYEES

WHEREAS, the County maintains credit cards for use by county employees; and

WHEREAS, the County desires to implement a policy and procedure for the use of County credit cards by County employees; and

WHEREAS, the County currently follows a policy regarding the use of such credit cards included in the County Employee Handbook; and

WHEREAS, it is in the best interest of the County to have such policy implemented in the form of a County Ordinance.

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED AS FOLLOWS:

The Cass County Auditor, or designated elected official/department head, shall be the designated official responsible for the use and issuance of Cass County credit cards. Account numbers, and other information, of County owned credit cards will be maintained in the Auditor's Office. The Auditor's Office shall maintain an accounting system or log which will include the names of individuals requesting usage of County credit cards, their position, estimated amounts to be charged, fund and account numbers to be charged, and date the card is issued and returned.

County employees may request the use of a Cass County credit card for travel related expenses associated with attending conferences, workshops, business meetings, or other county work related expenses. All requests, including name, position, estimated amount(s) to be charged, must be in writing and submitted to the County Auditor prior to the card's issuance and use. County credit cards are for business use only and shall not be used for personal purchases. Prohibited uses include but are not limited to the purchase of alcohol and/or movies and entertainment.

County employees, who are issued a County credit card, shall only use such card as approved by the County Auditor. When the purpose for which the credit card has been issued has been accomplished, the card and all supporting documents (i.e. itemized receipts) shall be submitted to the custody of the Auditor's Office.

Card billing statements shall be forwarded to the Cass County Auditor. Payment of County credit cards should not be made on the basis of a statement or a credit card slip only.

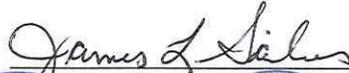
Credit card payments must be made through the statutory claims process. If interest or penalty is incurred due to late filing or furnishing of documentation by an officer or employee, such interest or penalty shall be the responsibility of that officer or employee.

County issued credit cards are the property of Cass County and employees are required to return such cards and all supporting documents upon request. If a card is lost or stolen, the employee should report the missing card immediately to the Auditor's Office.

County employees violating this policy shall be subject to disciplinary action, up to and including termination.

Passed and adopted by the County Commissioners of Cass County, Indiana this 1 day of August, 2016.

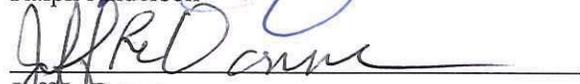
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