

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 Monroe County Board of Commissioners will maintain physical possession of the civil government department's credit cards unless a written order indicates otherwise. Cards will be signed out and back in as needed with documentation.

The departments specifically noted in 269-7 will maintain control of their cards and be used as per their departments and / or Boards policies.

Submission of Claims to the Auditor shall include the invoice, and all supporting documents such as conference information, map quest mileage report, validation of conference registration, the credit card transaction receipt, purchase receipt, 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, or failure to ensure tax exempt status on purchase 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 County Circuit Court, including Probation, Youth Services, and Community Corrections, the Monroe County Sheriff, the Monroe County Prosecutor, Monroe County Public Defender, Parks and Recreation Department, may use Credit Cards in accordance with their Department's, Governing Boards, or Elected Officials written Policies. Such Policies may not allow the Card to be used as described in 269-8.

Otherwise, the credit card may only be used for any travel and training purchase for which there is an existing appropriation at the time of use, unless such purchase is prohibited in 269-8. The County Commissioners are authorized to allow greater use of the cards to individuals or departments by written order.

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, including Meals which may be reimbursable.
- (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.