

ORDINANCE NO. 2018-21-CM
AMENDING TIPPECANOE COUNTY CODE SECTION 34.20

WHEREAS, the Board of Commissioners of Tippecanoe County wishes to amend its policies concerning the use of credit cards for purchases to provide greater clarity and in anticipation of future use of purchasing cards;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Tippecanoe County, Indiana, that the Tippecanoe County Code Section 34.20 be amended to replace the existing Section 34.20 with a new Section 34.20 reading as follows:

SECTION 34.20 CREDIT CARD POLICIES AND PROCEDURES

The following policies and procedures shall govern the use of credit cards and purchasing cards (“p-cards”) issued to the Tippecanoe County purchasing agents. As used in this section, references to credit cards shall also be regarded as applicable to p-cards.

(A) The Board of Commissioners of Tippecanoe County may from time to time enter into agreements with vendors for the issuance of credit cards and establishment of lines of credit in the name of Tippecanoe County. Purchasing agents should not use credit cards other than those issued in the name of the County to purchase supplies or services on behalf of the County. Use of a personal credit card to purchase services and supplies for the County is discouraged, but reimbursement for such use may be approved if the use was not reasonably avoidable and other requirements of the public purchasing laws have been satisfied.

(B) The Board of Commissioners may designate a Card Program Administrator to assist with administrative duties such as ordering or cancelling cards, monitoring transactions for compliance with card policies and procedures, processing payment to credit card vendors, and or any other function related to an approved card program. If no Administrator has been designated, the Commissioners’ office shall serve as the Administrator.

(C) Use of credit cards is intended to facilitate small purchases, emergency purchases, online-purchases, and other purchases which would be unduly cumbersome without the use of a credit card. The credit cards may not be used unless a sufficient appropriation is available for the purchase. A credit card may not be used for personal expenditures or otherwise in a manner which is inconsistent with public purchasing laws or Tippecanoe County policies (e.g. Tippecanoe County Travel Policy).

(D) The Board of Commissioners shall determine, at the Board’s discretion, which departments will be issued a credit card to keep with the Department Head. Such Department Heads shall be responsible for the proper use of and accounting for the card.

(E) Those departments not receiving a credit card may be permitted to use a card provided by the Card Program Administrator to make purchases of goods and services. For departments that have been issued a credit card, Department Heads may authorize members of their department to use the department credit card. Prior to using a card, each individual using the card must sign a Cardholder Usage Agreement.

(F) The Card Administrator and each Department issued a credit card shall maintain a credit card user log. The log must include the following:

- (1) The date an individual requests use of a credit card.
- (2) The name of the individual and position requesting use of credit card.
- (3) Estimated amounts to be charged.
- (4) Fund and account number to be charged.

(5) The date an individual returns the credit card.

(G) Credit cards must be returned to the Card Program Administrator or Department Head as soon as possible, or by the "return date" established when it is checked out.

(H) Itemized paid bills or receipts must be submitted to the Administrator or, in the case of cards issued to a Department, the Department Head with the claim for payment. Credit card statements or credit card slips are not acceptable as documentation.

(H) Purchasing agents and their authorized agents will be personally responsible for:

- (1) Any charges not documented by a receipt.
- (2) Any interest or penalties incurred by reason of late filing or furnishing of supporting documentation.

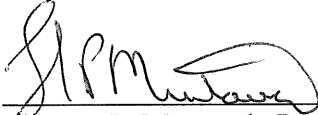
This Ordinance shall be in full force and effect upon its passage and signing and publication as required by law.

Presented to the Board of Commissioners of Tippecanoe County, Indiana, and approved on first reading this 1st day of October, 2018, by the following vote:

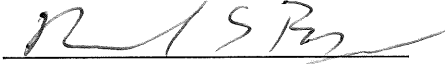
BOARD OF COMMISSIONERS OF
TIPPECANOE COUNTY

VOTE

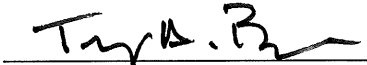
yes


Thomas P. Murtaugh, President


yes


David S. Byers, Vice President

yes


Tracy A. Brown, Member

ATTEST:

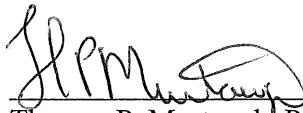

Robert Plantenga, Auditor of Tippecanoe County

Presented to the Board of Commissioners of Tippecanoe County, Indiana, and approved on second reading this 15th day of October, 2018, by the following vote:

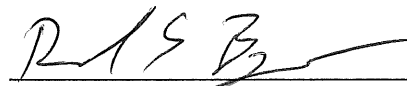
BOARD OF COMMISSIONERS OF
TIPPECANOE COUNTY

VOTE


Yes


Thomas P. Murtaugh, President

Yes


David S. Byers, Vice President

Yes


Tracy A. Brown, Member

ATTEST:


Robert Plantenga, Auditor of Tippecanoe County