

ORDINANCE NO. 2024-BC-O - 17

ORDINANCE REPEALING ORDINANCE NO. 2011-BC-0-03 AND
ORDINANCE NO. 2018-BC-0-12, AND DESIGNATING
CREDIT CARD POLICY FOR MADISON COUNTY, INDIANA

WHEREAS, from time to time it is necessary for officers and employees of Madison County to use credit cards for public purposes, including but not limited to travel, purchase supplies or equipment for Madison County Indiana; and,

WHEREAS, the Madison County Board of Commissioners (“Commissioners”) passed and established a credit card policy for Madison County Indiana; and,

WHEREAS, Commissioners now desire to repeal said Ordinance and implement a new policy regarding the application and management for credit card utilization by elected officials and employees of Madison County to ensure compliance with Indiana Board of Accounts regulations and Madison County Indiana Auditor’s office; and

WHEREAS, the County’s previous Ordinance establishing credit card policy and all related Ordinances, and amendments thereto, are hereby repealed and replaced as set forth herein.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Madison County, Indiana that previous Ordinance No. 2011-BC-O-03 and Ordinance No. 2018-BC-O-12 should be and are hereby repealed in their entirety and replaced as follows.

Section 1. All Madison County (“County”) officers and employees who utilize credit cards on behalf of the County are subject to the requirements set forth herein. No application for credit cards can be made without prior authorization by the Commissioners.

Section 2. Any office, department or employee that currently utilizes a credit card for Madison County on behalf of the County shall terminate the credit card account, pay off any balance, and close the account within ninety (90) days of approval of this Ordinance.

Section 3. Madison County Auditor’s office is directed to open one account for the County. The County Auditor shall issue cards from that account to each department approved for credit card use by the Commissioners and given a monthly spending limit.

Section 4. Each department head or elected official shall present to the Commissioners their request for a credit card, showing the need and justifications for use of credit cards, including the number of cards needed.

Section 5. When approved by the County Commissioners, the Madison County Auditor is directed to provide the department head or elected official the number of cards on the County-wide credit card account as directed by the County Commissioners.

Section 6. The Madison County Auditor is directed to monitor the monthly invoices to ensure each department issued credit cards pays the full amount each month and on time. Each

department will still be responsible for paying their charges each month and have the funds in the correct account prior to ordering items in order to pay each month in full.

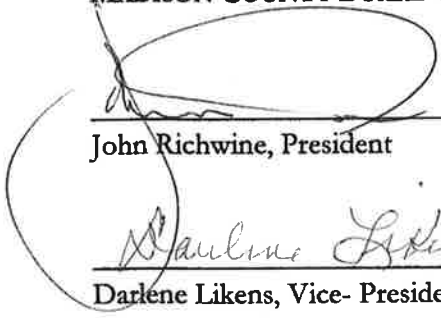
Section 7. Procedures for payments shall be the same as other claims. The Madison County Auditor is directed to provide the monthly invoice each month to each department approved for credit card accounts on the County-wide credit card account. Support documents, including, but not limited to, receipts, back-up paperwork, etc. normally provided with claims shall be attached to the claim and must be submitted within five (5) days of receipt of monthly invoice.

Section 8. Per State requirements any late fees, penalties, interest, other cost not associated directly with the item purchased, not including shipping cost, shall be paid personally by that department head or elected official, per State requirements.

Section 9. Misuse of the credit card by departments and/or failing to follow the procedures outlined herein and/or to make timely payment may result in revocation or cancellation of that card.

SO ORDAINED by the Board of Commissioners of Madison County, Indiana, this 16th
day of July, 2024.

MADISON COUNTY BOARD OF COMMISSIONERS



John Richwine, President




Darlene Likens, Vice- President



Olivia Pratt, Member

ATTEST:



Rick Gardner, County Auditor