

**AN ORDINANCE TO AMEND CHAPTER 30.10 OF  
THE MORGAN COUNTY CODE OF ORDINANCES**

**WHEREAS**, the Board of Commissioners of Morgan County, Indiana, (“Commissioners”) serves as the executive body of Morgan County, Indiana (“County”); and,

**WHEREAS**, the County’s Ordinances are codified as the Morgan County Code of Ordinances (“Code”) and therein is a certain § 30.10, which is located within Article III, Administration, Chapter 30, Board of Trustees, § 30.10, Use of Credit Cards Authorized; and,

**WHEREAS**, said § 30.10 authorizes and regulates the use of credit cards by County agents and employees in order to transact County business efficiently; and,

**WHEREAS**, more than ten (10) years have elapsed since § 30.10 was adopted by the Commissioners and during this time, the manner in which credit cards are used has expanded, the potential for fraud or deception online has increased significantly, and the number of County employees has increased; and,

**WHEREAS**, for the foregoing reasons, among others, and in order to safeguard County resources diligently, the Commissioners believe certain revisions to said § 30.10 are necessary.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF MORGAN COUNTY, INDIANA THAT:**

**Section 1:** The current § 30.10 of the Morgan County Code of Ordinances is hereby repealed and deleted from the Code.

**Section 2:** Attached hereto is a revised version of § 30.10 which shall be inserted in such location within the Code.

**Section 3:** All ordinances and/or parts of ordinances in conflict herewith, are hereby repealed.

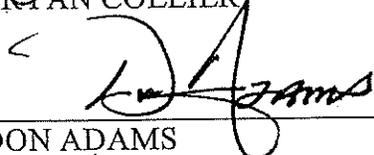
**Section 4:** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance shall for any reason be held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereunder.

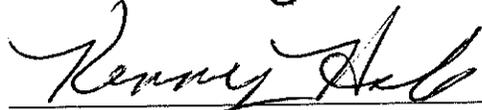
**Section 5:** This Ordinance shall take effect upon adoption by the Board of Commissioners and after publication in accordance with statute, and shall remain in full force and effect until further action by the Board of Commissioners to amend or repeal the same.

**SO APPROVED AND ORDAINED** by the Board of Commissioners of Morgan County at a public meeting held on this, the 17<sup>th</sup> day of July, 2023.

**MORGAN COUNTY BOARD OF COUNTY COMMISSIONERS**

  
\_\_\_\_\_  
BRYAN COLLIER

  
\_\_\_\_\_  
DON ADAMS

  
\_\_\_\_\_  
KENNY HALE

Attest:

  
\_\_\_\_\_  
LINDA PRUITT  
Morgan County Auditor

- A. **Authorization for use of credit card.** The County Auditor is hereby authorized to acquire and use a credit card subject to the terms and conditions of this section.
- B. **Designation of credit card issuer.** The Board of Commissioners shall designate a bank or credit card company as the sole issuer of the credit card(s) for use by the County Auditor for county departments and elected officials.
- C. **Accounting.** The County Auditor shall maintain an accounting system or log for each card which includes the name of any individual requesting the usage of the card, their position, amounts to be charged, fund and account numbers to be charged, the date that the card was used. All credit card receipts for all charges shall be maintained by the Auditor.
- D. **Use, custody, submission of claims, interest, and late fees.** The County Auditor shall be responsible for authorizing all uses of the credit card(s), physical custody of the credit card(s), and the timely submission of claims for its invoices. Claims shall include the invoice and supporting documents, such as credit card transaction receipt, purchase receipt, pay bill, or other documentation as may be required to verify all charges and use of the card. The Auditor shall, upon receipt of the documentation required under this section, issue or cause to be issued a check payable to the bank, credit union, or credit card company for the amount of the claim. In no event shall checks for claims or credit card charges be issued in the name of, or to the individual who incurred the charge(s). Any interest, penalty, or fee incurred due to late filing of the claim or furnishing of documentation required by this section or the County Auditor, shall be the responsibility of the county official or department head for whose use the credit card was requested. Any interest, penalty, or fees incurred due to delays by the Auditor's Office in processing the claim after all required documentation has been submitted shall be the responsibility of the Auditor's Office.
- E. **Charge limit; cash advances prohibited.** A monthly charge limit shall be established by the Board of Commissioners for each credit card issued under this chapter. There shall be no more than four (4) credit cards issued, with an aggregate credit limit that shall not exceed Twenty Thousand Dollars (\$20,000.00), which may be amended from time to time as the Commissioners deem appropriate. No cash advances shall be permitted in the use of the credit card.
- F. **Permitted uses.** Credit card may be used for the following purposes:
1. Air, rail, or bus transportation associated with county business and incurred consistent with the Morgan County Personnel Policy.
  2. Car rental and car rental repairs incurred consistent with the Morgan County Personnel Policy.
  3. Lodging expenses which would otherwise be eligible for employee reimbursement in accordance with the County Personnel Policy.
  4. Conference or seminar registration fees, educational course fees, or school tuition fees authorized according to the County Personnel Policy.
  5. Purchases of goods or services in instances where utilization of the credit card would provide a substantial savings to the county government and when approved in advance by the County Auditor.
  6. All costs related to the transportation needs of the County Prosecutor with respect to the investigation and prosecution of crimes, including transportation expenses incurred for witnesses and/or law enforcement personnel.

7. Meals as part of authorized travel, including a maximum of 15% gratuity.
8. Other unforeseen uses that are judged to be beneficial to the County and/or will provide a substantial savings to County government when approved in advance by the County Auditor.

**G. *Prohibited usage.*** The credit card shall not be used for any of the following purposes:

1. The personal use by any employee, department head, or elected official.
2. Any purchase for which there is not an existing appropriation at the time of the use.
3. Any purchase which would not be eligible for employee reimbursement in accordance with the terms and provisions of the Morgan County Personnel Policy.
4. Cash advances.
5. Alcoholic beverages.
6. Gasoline or repairs for any non-county owned vehicle.
7. Conference or seminar registration fees, educational course fees, or school tuition fees which are not required to be paid in advance.

**H. *Loss or theft.*** Any authorized user of a credit card shall report the loss or theft of the credit card immediately upon discovery to the Board of Commissioners.

**I. *Revocation of credit card.*** The Board of Commissioners may revoke the credit card privileges of any elected official, department head, or office who is found to be in violation of the terms of this section and may take or recommend disciplinary action against the violator.

**J. *Unauthorized Purchases.*** Any purchase made, intentionally or unintentionally, in violation of this Ordinance shall be paid back by the employee within five (5) business days of being notified by the County Auditor. If the employee or elected official that used the credit card discovers that it was used in violation of this Ordinance, he or she shall immediately notify the County Auditor. Any employee that knowingly uses the County's credit card(s) in an unauthorized manner may be disciplined, which can include any acceptable discipline or sanction up to and including termination.