

RESOLUTION 2015 - 12

AMENDMENT TO RESOLUTION 2010-1

A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF GIBSON COUNTY CONCERNING CREDIT CARD USE & PER DIEM POLICY

WHEREAS, the Elected Officials and Department Heads of Gibson County have requested the Board of Commissioners of Gibson County for credit cards so that they may make travel arrangements and order supplies, etc.; and,

WHEREAS, the State Board of Accounts of Indiana have issued certain criteria for the use of credit cards by a government unit; and,

WHEREAS, the Board of Commissioners of Gibson County believe that it is in the best interest of Gibson County to approve the use of credit cards by Elected Officials and Department Heads and other authorized personnel pursuant to the requirements of the State Board of Accounts of the State of Indiana.

IT IS HEREBY RESOLVED that Board of Commissioners of Gibson County as follows:

1. The Elected Officials and Department Heads and other authorized personnel of Gibson County are approved to receive an authorized credit card through the Commissioners Administrative Assistant upon the approval of the Board of Commissioners.

2. That the Elected Officials and Department Heads and other authorized personnel, or their successor, are hereby authorized as the responsible official to hold and authorize the use of the credit cards.

3. Credit Cards shall be used for the purpose listed below in Item A-K and not to exceed their individual credit limit and payable from department budget.

ACCEPTABLE USES OF CREDIT CARDS:

- A. **HOTEL ROOMS:** (Reservations; room charges; valet parking) Employee shall use ST-105 to reduce/eliminate room sales taxes and use groups special room rates.
- B. Office Supplies;
- C. Vehicle Title & Registration;
- D. Equipment Supplies;
- E. Toiletries;

- F. Special Postage Other Than First Class Mail;
- G. EMS-Medical Supplies;
- H. Meeting Registrations;
- I. Memberships;
- J. Computer Equipment and Supplies;
- K. Emergency Purchases (shall be approved in writing by majority of Commissioners).

UNACCEPTABLE USE OF CREDIT CARDS

- AA. No Meals; see per diem policy at end of Ordinance.
- BB. No Gift Cards;
- CC. No Gas for Personal Vehicles. If personal vehicle used then submit on mileage reimbursement form;
- DD. No Sales Tax; utilize ST-105 on all acceptable purchases.
- EE. No Late Fees;
- FF. No Rewards Program;
- GG. No Personal Purchases;
- HH. All other usage excepted permitted usage above.

4. The Elected Officials and Department Heads may authorize certain employees within the department to use the credit card solely for the purposes set out herein but should retain the custody of the credit cards at all other times.

5. Elected Officials and Department Heads and other authorized personnel shall maintain a custody log which includes as follows:

- A. Name of the person using credit card;
- B. Estimated amount of the charge;
- C. Fund or account number to be charged;
- D. Date credit card to be used;
- E. Dates of possession;

6. The Elected Official, Department Head or other authorized personnel shall be assured that no charge is placed on the credit card for an amount which would cause any budgeted appropriation of the Elected Officials or Department Head's Office of any other department to be overdrawn.

7. The Elected Official or Department Head shall pay the credit card company through the standard claim procedure for Gibson County. All claims shall be submitted to the Auditor with invoice or receipt attached with detailed reasons for expense.

8. Any sales tax, interest or late fees charged to the County, if not waived, shall be the personal responsibility of the name card holder, elected official or Department Head.

GIBSON COUNTY PER DIEM POLICY:

1. County Employee must be a minimum of 50 miles from the Courthouse for the per diem to apply;
2. Breakfast reimbursed at \$10.00 (no receipt required);
3. Lunch reimbursed at \$10.00 (no receipt required);
4. Dinner reimbursed at \$20.00 (no receipt required);
5. Exception; travel to Indianapolis - no maximum per meal amount - total for the day not to exceed \$40.00. Whereas, local travel has limits per meal, travel to Indy does not;
6. Meeting Registration/Agenda stating reason for the trip and that meals are not included (or on your own) is required - no exceptions;
7. Submit request on the County Form 17, Accounts Payable Voucher - State which meals you are to receive reimbursement.


The Gibson County Auditor shall be allowed to make certain payments in advance of board allowance.

This Resolution is in full force and effect upon passage.

ALL OF WHICH IS RESOLVED BY THE BOARD OF COMMISSIONERS of Gibson County, Indiana, on this 15 day of December, 2015.

BOARD OF COMMISSIONERS OF GIBSON COUNTY


STEPHEN BOTTOMS, PRESIDENT


GERALD BLEDSOE, COMMISSIONER


ALAN DOUGLAS, COMMISSIONER

ATTEST: (SEAL)


SHERRI SMITH, AUDITOR