

RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS

BE IT RESOLVED by the Board of Commissioners of Martin County, Indiana, with respect to acquisition and utilization of credit card by officeholders, departments, and employees of Martin County, Indiana, as follows:

1. Under the terms and conditions of this Resolution the acquisition of credit cards and utilization thereof is authorized for officeholders, departments and employees of Martin County, Indiana.
2. The acquisition, issuance and utilization of credit cards in Martin County government shall be supervised by the Auditor of Martin County, who has the specific delegated authority of the Board of Commissioners to so act.
3. The following office holders and department heads to utilize a Martin County credit card shall be designated as follows:
  - A. Judge of the Martin Circuit Court.
  - B. Clerk of the Martin Circuit Court.
  - C. Martin County Sheriff.
  - D. Martin County Assessor.
  - E. Martin County Recorder.
  - F. Martin County Auditor.
  - G. Martin County Treasurer.
  - H. Martin County Prosecuting Attorney.
  - I. Martin County Highway Supervisor.
  - J. Martin County Coroner.
  - K. Martin County Community Corrections Director.
  - L. Martin County Surveyor.
  - M. Martin County Board of Commissioners.
  - N. Martin County Council.
  - O. Martin County Probation Officer.
  - P. Martin County Soil and Water District.
  - Q. Martin County Veterans Service Officer.
  - R. Martin County Ambulance Service.
4. The use of the credit card is limited to reasonable governmental purposes only.
5. When the purpose for which the credit card has been issued has been accomplished, the card shall be returned to the custody of the responsible person as listed hereinabove.
6. The head of each department or elected official who issues credit cards to governmental employees shall maintain a log which includes the name of the individual requesting usage of the card, their position, the estimated amounts to be charged, fund and account numbers to be

charged, and the date the card is to be issued and returned. The department head or elected official shall monitor the use of the credit card and guarantee that it is utilized for only reasonable governmental purposes.

7. Credit cards should not be utilized to bypass the County accounting system. Purchase orders and receipts shall be acquired and maintained.

8. Payment shall not be made on the basis of a statement or credit card slip only. Supporting documents such as paid bills and receipts must be available.

9. Any interest or penalty incurred due to late filing or furnishing of documentation by an office holder, department head or employee shall be the responsibility of that office holder, department head or employee.


10. A reasonable annual fee approved by the Auditor may be paid for a credit card.

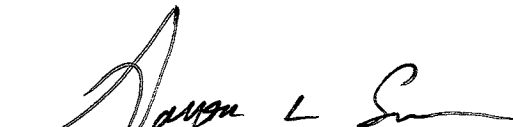
11. This Ordinance shall be in full force from and after its passing.


12. The Auditor of Martin County shall cause a copy of this Ordinance to be codified in the Martin County Code.

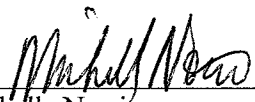
Passed and adopted this 20<sup>th</sup> day of September, 2022.

**BOARD OF COMMISSIONERS OF  
MARTIN COUNTY**

  
Paul R. George, President

  
Aaron C. Summers, Commissioner

  
J. Cody Roush, Commissioner

ATTEST:   
Michelle Norris  
Martin County Auditor