

RESOLUTION NO. 2013-BA OF THE LAPORTE  
COUNTY, INDIANA BOARD OF COMMISSIONERS  
CREDIT CARDS

**Section 1: Authorization for Use of Credit Cards**

Only the Board of Commissioners of LaPorte County, or its designee, may authorize the issuance of County Credit Cards, or other such line of credit.

**Section 2: Designation of Credit Card Issuer**

The Board of Commissioners of LaPorte County shall designate a bank or credit card company as the sole issuer of credit cards to all LaPorte County Departments and offices.

**Section 3: Department Heads to Apply for Issuance**

A Department Head may apply to the Commissioner's Office for issuance of a credit card in the name of such department or office, and such department shall pay the annual fee for its issuance, if any.

**Section 4: Accounting System**

A Department Head shall maintain an accounting system or log which includes the names of the Department Head or his/her designee, their position, estimated amounts to be charged, reason for charge, fund and account numbers to be charged, and date the card is issued and returned, etc.

**Section 5: Use, Custody, Submission of Claims, Interest and Late Fees**

The Department Head or his/her designee shall be responsible for authorizing all uses of his or her credit card, physical custody of his or her credit card and timely submission of claims for its invoices. The claim shall include the invoice, and supporting documents such as the credit card transaction receipt, purchase receipt, paid bill or other documentation as may be required by the Auditor's Office. Any interest, penalty or fee incurred due to late filing of the claim or furnishing of documentation required by the Auditor shall be the responsibility of the Department Head.

**Section 6: Charge Limit; Cash Advances Prohibited**

A monthly charge limit shall be established by the Board of Commissioners for each card issued under Section 3 of this Resolution. No cash advances will be permitted in the use of the card.

**Section 7: Permitted Uses**

The credit card may be used for any purchase for which there is an existing appropriation at the time of use.

**Section 8: Prohibited Uses**

The credit card may not be used for the following purchases:

- (A) Any purchase for which there is not an existing appropriation at the time of use.
- (B) Cash advances.
- (C) Personal or non-business purchases.
- (D) Alcoholic beverages.
- (E) Gasoline or repairs for non-county-owned vehicles except for rental cars.

**Section 9: Discontinued Use**

If the Department Head discontinues use of the card, for any reason, the card shall be returned to the County Commissioners.

**Section 10: Loss or Theft**

The Department Head or his/her designee shall report loss or theft of the credit card to the Commissioner's Office immediately upon discovery.

**Section 11: Revocation of Credit Card**

The Board of Commissioners may revoke the credit card privileges of any Department Head or office whose Department Head or employees violate the terms of this Resolution, and may take or recommend disciplinary action against the violator.

All of which is resolved this \_\_\_\_\_ day of December, 2013

**BOARD OF COMMISSIONERS  
OF LAFORTE COUNTY, INDIANA**

*Walter Miller*  
\_\_\_\_\_  
*Richard K. [unclear]*  
\_\_\_\_\_  
*David [unclear]*  
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Attest: ✓

*Peter Winkler*