RESOLUTION 2010 - /

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF GIBSON COUNTY CONCERNING CREDIT CARD USE

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; 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 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 of Gibson County are authorized to obtain credit cards to be used by the Elected Officials and Department Heads to facilitate travel arrangements and the purchase of supplies;

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

3. The credit cards shall be used solely for the purpose of travel arrangements and supplies in an amount not to exceed $2,500 limit, and to be paid from the budget of said designated department.

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. The Elected Officials and Department Heads shall maintain a file which includes the following:

a. The name of the person using the credit cards;

b. The estimated amount of the charge;

c. The fund or account number to be charged;

d. The date the credit cards were used;

e. The dates the credit cards were in the possession of

the person other than the Elected Official or Department Head.

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

7. The Elected Official or Department Head shall pay the credit card company through the standard claim procedure of Gibson County. The underlying invoice or receipt for travel and/or supplies under the credit card shall be attached to the claim. All claims shall be duplicated with one copy submitted to Commissioners.

8. Any interest accruing because of delays in the billing by the Elected Official or Department Head shall be paid out of their budget.

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

9. 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 20th day of April, 2010.

BOARD OF COMMISSIONERS OF GIBSON COUNTY, INDIANA

Bob Townsend
BOB TOWNSEND, PRESIDENT

Gerald L Bledsoe
GERALD BLEDSOE, COMMISSIONER

Don Whitehead
DON WHITEHEAD, COMMISSIONER

ATTEST: (SEAL)

Mary B Key
MARY KEY