

**ALLEN COUNTY CODE TITLE 12
FINANCIAL**

**ARTICLE - 158
PROSECUTOR'S CREDIT CARD ACCOUNT**

12-158-1 Chapter 1: Purpose

12-158-1-1

The purpose of this credit card is to allow for a means of disbursing funds for per diem, payment of accommodations and other such essential items for victims of crime, trial witnesses and others as deemed appropriate by the Prosecuting Attorney.

12-158-2 Chapter 2: Utilization of Credit Card

12-158-2-1

The credit card shall be used by the Prosecuting Attorney, or her designated representative, only for the purpose outlined in Chapter 1 and the card shall be returned to their custody after each approved use. The designated responsible person having custody of the card shall maintain an accounting system which would include the names of individuals using the card, their position, amounts to be charged and the dates the card was issued and returned.

12-158-3 Chapter 3: Payment of Credit Card

12-158-3-1

The credit card will not be used to bypass the accounting system. Payments to the credit card balance will be made promptly through the Auditor's Office using an Allen County Accounts Payable Voucher with supporting documentation. Payment shall be made from the appropriate fund as established through the Prosecutor's annual budget approved by the Allen County Council. An annual credit card fee is authorized if such an account is established.

[Ordinance # 8-17-07-23 , passed August 17, 2007]