

## **GREEN LAKE COUNTY CREDIT CARD POLICY & PROCEDURES**

### **Purpose**

To establish a method for use and define the limits of the use of County issued credit cards. These cards are provided to authorized staff in order to make purchases of goods and/or services on behalf of Green Lake County. All County transactions shall be traceable to an authorized employee.

### **Procedure**

1. The County Treasurer shall determine the financial institution offering the best credit card service value to the County and shall be responsible for establishing the County credit card account. The County Treasurer shall be designated the credit card account administrator for the purposes of online activity including, but not limited to, adding/deleting credit cards, monitoring transactions for fraud and electronic download of transaction statements. Monthly audit, reconciliation and payment of credit card statement(s) shall be performed by the County Clerk's Office.
2. A department head must submit the Credit Card Request Form to the County Clerk's Office to be included on the agenda for review and approval by their committee of jurisdiction. The request must include the person's name, credit limit, and justification for the credit card.
3. Upon approval by the committee of jurisdiction the Credit Card Request Form shall be forwarded to the County Clerk's office to be included on the agenda for review and approval by the Finance Committee.
4. The Finance Committee shall review the Credit Card Request Form and grant or deny approval of the credit card request. Upon approval of the request, the employee will fill out the Employee Agreement Form and forward it to the County Administrator's Office. The County Treasurer will apply for the credit card on the online credit card website.
5. The County Administrator's Office shall maintain all records of credit card requests, approvals/ denials, and lost/stolen/destroyed card information.
6. The Department Head shall monitor the use of the department's credit cards.
7. The following restrictions shall apply to credit cards and their use:
  - a. County credit cards are to be used only for County business. Personal use is not allowed.
  - b. Minimum credit card limit authorization is \$1,000 per individual, unless extenuating circumstances exist.
  - c. Credit card limits are not to exceed \$10,000; exceptions may be granted by the Finance Committee for the following:
    - Highway Department purchasing agent(s) and Highway Commissioner
    - County Clerk Department purchasing agent(s) and County Clerk
    - County Administrator purchasing agent(s) and County Administrator
    - Temporary individual card limit exceptions may be granted with the approval of both the County Administrator and County Treasurer.
  - d. Each credit card can only be used by the employee whose name is on the county credit card.

- e. Cash advances are not allowed.
  - f. Telephone calls are not allowed.
  - g. Prior to separation from the County or transfer to another department, the cardholder shall surrender the credit card to the County Administrator's Office. The County Administrator's Office shall notify the County Treasurer of receipt and destruction of the card. The department head is responsible to notify the County Administrator's Office when a credit card holder leaves county employment or transfers. The County Treasurer shall cancel the card.
  - h. An Employee Agreement shall be signed and filed with County Administrator's Office before the card is assigned to the employee/department.
  - i. All credit card receipts and monthly statements must be presented for review and approval for payment. The Department management staff along with the County Clerk's Office will review and approve all transactions. Any credit card transactions submitted without proper documentation shall be deemed the personal obligation of the employee initiating that transaction.
  - j. The credit cards shall be used only for the approved purchases allowed by the Finance Committee: gas (if not receiving mileage), lodging, registrations and supplies. Use of any County issued credit card shall not be deemed a substitute for not following standard Green Lake County purchasing policies and practices.
  - k. **The credit cards will not be used for cash cards, gift certificates, meals or other reimbursable items.**
8. The departments shall not take out other credit cards other than those under this policy, unless otherwise authorized by the County Administrator and Finance Committee.
9. Reasons for cancellation for credit cards include, but are not limited to:
- a. If late fees are charged to an account the Finance Committee may cancel that department's credit card.
  - b. Failure to turn in credit card receipts may result in the cancellation of the credit card and the employee being held responsible for reimbursement by action of the County Administrator.
  - c. Any individual or department who violates the above procedures may have his/her/its credit card privileges terminated by the Finance Committee.
10. The County Treasurer shall be responsible for managing credit card issuance, cancellations, limits and redemption of credit card points earned on a timely basis.

## EMPLOYEE AGREEMENT

I, (employee name) \_\_\_\_\_, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Green Lake County and will strive to obtain the best value for the County.
- I understand that Green Lake County is liable for all charges made on the card. However I will be responsible for charges lacking proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the County Clerk's Office will audit the use of this card and report and take appropriate action on any discrepancies.
- I agree to notify my Department Head and the County Administrator's Office immediately should any apparently fraudulent activity or charges related to the credit card arise or otherwise come to my attention.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Green Lake County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- I agree to return any credit card that has been canceled or expired to the County Administrator's Office as soon as possible for audit review.
- If the card is lost or stolen, I agree to notify the County Administrator and Department Head immediately.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Card # Issued: \_\_\_\_\_

7/2022

## Request for Credit Card Approval

Department: \_\_\_\_\_

Committee: \_\_\_\_\_

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>

Justification for Credit Card(s):


Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this acceptance please forward to the County Clerk's Office.*

Date Approved By Finance Committee: \_\_\_\_\_