

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Administrative Policy
Number: 204
Approved: March 10, 2005, supersedes prior policy
Subject: CREDIT CARD POLICY

1. **OVERSIGHT:** The County Budget and Finance Director is hereby designated as being responsible for the issuance of credit cards, for accounting, monitoring, and the retrieval of credit cards, and for overseeing and ensuring of compliance with the Credit Card Policy of the County of Allegan.
2. **PERMITTED USE:** A credit card shall not be used by an officer or employee of the County of Allegan except for the purchase of goods or services for the official business of the County of Allegan.
3. **DOCUMENTATION:** An officer or employee using credit cards issued by the County of Allegan shall submit to the County Budget and Finance Director documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased. The County Budget and Finance Director is hereby authorized to prepare a form for distribution which must be completed so as to provide the aforesaid information in the event that such information is not contained on a receipt for a charge or on the duplicate credit card charge slip.
4. **INDIVIDUAL RESPONSIBILITY:** An officer or employee who is issued a credit card is responsible for its protection and custody, and shall immediately notify the County Budget and Finance Director if such card is lost or stolen.
5. **CREDIT CARD RETURN:** An officer or employee who is issued a credit card shall return the credit card to the County Budget and Finance Director immediately upon the termination of his or her employment with the County of Allegan. Upon return, the card will be destroyed and the Budget and Finance Department will notify the credit card company.
6. **ACCOUNTING:** The County Budget and Finance Director shall develop and maintain a system of internal accounting controls to monitor the use of credit cards issued by the County. All employees and officers of the County are hereby required to comply with any regulations, which may be issued by the Budget and Finance Director so as to ensure compliance with the controls and the monitoring of the use of credit cards.
7. **CHARGE APPROVAL:** The County Budget and Finance Director shall review all charges prior to the payment of any credit card invoices. Any charge which has been made contrary to the Credit Card Policy of The County of Allegan shall be charged to the individual who made the charge, and such individual shall be liable for the unauthorized charge and shall make payment for such charge and

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any service charge which may accrue on such an unauthorized charge. Unless approved by the Budget and Finance Director, any unsupported charges will be considered unauthorized. Use of a County Credit Card for non-County business may be grounds for cancellation of the credit card and disciplinary action up to and including termination from County employment.

8. **PAYMENT ON ACCOUNT:** The balance, including any interest due on an extension of credit under a credit card arrangement, shall be paid for within sixty (60) days of the initial statement date.
9. **AUTHORIZED CREDIT LIMIT:** The total combined authorized credit limit of all credit cards issued by the County of Allegan shall not exceed the amount permitted by state law, which is five (5%) percent of the total budget of the County of Allegan.
10. **STATE LAW:** Notwithstanding the terms of the aforesaid Credit Card Policy, all charges made pursuant to this Credit Card Policy shall also be subject to the terms of Public Act 266 of 1995 of the State of Michigan, as it may be amended. This Credit Card Policy is issued in accordance with such Act, and nothing herein shall be deemed to supersede the provisions of such Act. In the event of any discrepancy between this Credit Card Policy and such Act, such Act shall be controlling.