

Agenda

4-13-15

RESOLUTION IMPLEMENTING
UPDATED CREDIT CARD POLICY
FOR THE COUNTY OF IRON

At the April 13, 2015 regular meeting of the BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IRON, Commissioner, Peretto introduced the following resolution: Implementing Updated Credit Card Policy, and moved its adoption.

WHEREAS the COUNTY OF IRON is empowered to implement a credit card policy under the provisions of 266 PA 1995; and

WHEREAS the previous credit card policy of the COUNTY OF IRON is in need of modification; and

WHEREAS the use of credit cards for the transactions of county business is necessary for efficient operations of the COUNTY OF IRON;

NOW THEREFORE BE IT RESOLVED that the BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IRON hereby adopts the following Credit Card Policy for the County of Iron:

1. A member of the BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IRON or a department head of any county department (hereinafter collectively referred to as "official") is authorized to request the issuance of a credit card in the names of the official and the COUNTY OF IRON.

2. The credit limit for any credit card issued to an official shall not exceed \$5,000.00. The credit card limit may be modified by subsequent motion by the BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IRON.

3. The official shall be solely responsible for the issuance, accounting, monitoring, retrieval, generally for overseeing compliance with this Credit Card Policy, and shall be personally liable for all account balances on the credit card.

4. The **official** shall only use the credit card for the official business of the COUNTY OF IRON.

5. The **official**, when using the credit card, shall promptly submit to the County Clerk's Office documentation in the form of invoices, receipts or other written memorialization of the transactions detailing the goods and services purchased, cost and date of purchase. The purchased goods and services shall be coded by amount to applicable county budgetary line item categories.

6. The **official** issued a credit card is responsible for its protection and custody and shall immediately notify the COUNTY OF IRON and the issuing credit card company if it is lost, stolen or unauthorized charges have occurred.

7. The **official** shall immediately surrender the credit card to the COUNTY OF IRON upon termination of the applicable term of office holding or employment with the COUNTY OF IRON.

8. The COUNTY OF IRON hereby establishes the same internal controls through the County Clerk's Office (accounts payable) and the County Treasurer's Office (disbursements) as is employed for non credit card transactions.

9. The BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IRON Finance Committee shall approve all credit card invoices before payment can occur.

10. All credit card balances, including interest, shall be paid within 60 days of initial statement date, unless a written dispute of payment has been issued for unauthorized charges.

11. Failure of an **official** to comply with this Credit Card Policy shall subject the **official** to disciplinary/legal consequences as provided for by law.

12. The total of authorized limits for credit cards issued shall not exceed five percent of the total budget for the fiscal year of the COUNTY OF IRON.

13. Prior to the issuance and/or continuation of a credit card with any *official*, the *official* shall sign an acknowledgment of receipt of a copy of this Credit Card Policy for the County of Iron.

14. The adoption of this credit card policy repeals all previous credit card policies of the COUNTY OF IRON.

Commissioner Leonoff offered support for the motion and the resolution was adopted by the following vote.

Yeas: Peretto, Leonoff, Brennan, Aho

Nays: none

Absent: Coates

I hereby certify that the foregoing is a true and correct copy of the resolution adopted at a meeting of the BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF IRON held on April 13, 2015.

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF IRON

By: Tom Aho

Tom Aho
Its Chair

By: Diane Hilberg

Diane Hilberg
Its Clerk