**CREDIT CARD POLICY**

1. Credit card may be issued to the following: Judge Executive (1), Sheriff (2), Jailer (1), and Clerk (1). All other county credit cards will be locked in a fire proof safe to be located in the Treasurer’s Office.
2. Credit Card numbers will not be given out over the phone.
3. Credit cards may be checked out by an authorized county employee or county official and must be checked back in the same day. Authorized county employee includes Department Head, Supervisor, or employee given permission by his/her Department Head, Supervisor. County employee is a person on payroll who receives a W’2.
4. If credit card is requested for overnight use authorization must be obtained from that Department Supervisor or Department Head and all documentation required must be signed by that Supervisor/Department Head.
5. Use of credit must be pre-approved by Elected Official, Supervisor or Department Head and follow guidelines set out in the administrative code.
6. Credit Card use must follow all guidelines set out in administrative code.
7. All charges made to a County Credit Card ***SHALL*** be accompanied by a ***DETAILED*** receipt. Detailed receipt must then be attached to a purchase voucher. Purchase voucher must be completely filled out. Any charge made to the County Credit Card without detailed receipt and purchase voucher will be considered a violation of County Credit Card Policy.
8. Credit Card receipts must be turned into Treasurer’s Office when Card is returned. Credit Card should be returned as soon as possible after purchase and within the same business day. If overnight travel occurs then receipts are to be turned in next business day when you return from travel.
9. If receipt is not turned in then employee will be responsible to reimburse County for charge(s). Employee will not be allowed to use County Credit Card in the future. Employee may make purchase with their money and can request reimbursement.
10. When traveling to training or conference a Travel and Expense voucher must be used. You may attach all receipts to one voucher per trip.
11. Fraudulent use of a County Credit Card is terms for immediate dismissal. Restitution will be sought on fraudulent use of County Credit Card.
12. Commonsense Rule applies when using a County Credit Card.
13. Failure to following these guidelines will result in the loss of the privilege to use county credit card.